

Online Stream Cue Sheet:

-45 mins before (6:15)

Sam and Julian log in (Sam: SM and tech, Julian= streamer running OBS and going live to all destinations from his computer, James is host)

-OBS Scene check

-30 mins before show (6:30)

Stream starts - pre-show video loop

Check we are recording

Host and guests join zoom chat

Checks per participant:

Internet connection

Camera angle

Lighting

Sound:

Talking Mic quality

Whoosh check

Talking Mic volume

Instrument mic quality

Instrument mic volume

Zoom settings:

Original sound ON

Gallery mode

Chat window for messages

Please do not stop your video

Do not touch notifications that might come up. Let it pass

Mute button test

Walk away free time until 10 to (6:50)

-15 minute call (6:45)

-10 minutes (6:50)

Preshow check list with participants:

- cell phone ringer and vibrate off. Light up on
- ask others in your house to please refrain from making noise, and from using any of the wifis
- close all unused tabs or programs on your computer like your Facebook, Email, Calendar, Dropbox and Messages
- turn off the house phone ring
- noise sources off: fans/AC, heater, fridge
- laptop plugged in
- laptop temp check: has good airflow (prop up on some books to leave a gap for air to circulate underneath)
- camera check (angle and framing)
- mic check (all of them)
- instrument check (all of them and all aux devices or effects)
- glass of water
- beer for james

Talk through show flow

Any questions for us?

-5 minutes to (6:55)

Final check in with all participants

-2 minutes to (6:58)

Julian stand by for the stream will start soon slide

-1 minute to (6:59)

stream start soon slide GO

1 minute warning. Well wishes.

Sam and Julian mute

-Show time (7:00)

*3 intro videos play

Julian visual GO cue: James does intro greeting

“OJF” = OJF slide and into the interview: james plus guest live on screen

End of interview= James sets up for video

*Performance video

James says outro goodbye

*Outro and credits video

END OF LIVE STREAM

Goodbyes and hang up

Sam preshow check list:

Water

Sweater

Phone- silent

YOU ARE MUTED sign

Sharpie

Blank sheet of paper

Both headphone sets