Free livestream pre-flight checklist

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Foundation

- [ ] Wired network confirmed and speed test done
- [ ] Dedicated audio feed from the booth
- [ ] Computer restarted, sleep and updates off
- [ ] Surge protection or backup power

Software and sources

- [ ] Stream destination, key and title correct
- [ ] Each camera framed, focused and white balance locked
- [ ] Slides, lower-thirds and countdown tested
- [ ] Audio meter peaks in the healthy range

Go live

- [ ] Reviewed test stream on a phone using cellular data
- [ ] Welcome slide running before start time
- [ ] Dashboard visible and chat monitor assigned

Wrap-up

- [ ] Closing slide shown, stream ended
- [ ] Replay or local recording saved and labeled
- [ ] Issues noted for next week

Notes: _____

Full pack: Church Tech Booth Checklist & Troubleshooting Flowcharts (editable Word + PDF), etsy.com/listing/4596021021