



# Technical checklist

Whether you are tech-savvy or not, we suggest testing all the technicalities of the platform you have chosen to use prior to the event to make sure that everything will run smoothly.

First and foremost, it is important to choose your platform wisely. Are you streaming live pre-recorded content or is your event live? Pre-recorded content is best streamed on a live streaming platform like YouTube, whereas platforms like Zoom are great for interactive live events.

The following are particularly important:



## 1. Preparation

- Invite panellists**  
Panelists are all individuals that will be speaking, presenting or answering questions for the event.
- Create WhatsApp group**  
It's very helpful to set up a WhatsApp group for the host and the panellists before the time so you can all communicate before the event, during the practice session and in real-time during the event.
- Communicate with attendees**  
Set up your email templates and reminders.
- Virtual backgrounds**  
Set up the selected virtual background for your event. [Watch our video walkthrough here for a step-by-step on how to do this.](#)
- Holding slide**  
Good to have a holding slide set up in PowerPoint or Google Slides. The slide can house the name of your event and a message to attendees that the event will be starting shortly.
- Live stream**  
If you will be live streaming your event, decide on either a Facebook or YouTube stream – it cannot be both. You need to enable stream functionality in your Zoom webinar set-up. Make sure you have editor rights for the streaming platform. You must be logged into Facebook or YouTube as editor for the stream to auto-detect.
- Polls**  
These are fun and interactive ways to engage with your audience – set these up beforehand in the event set-up and run them in the session.



## 2. Testing

- Practice session**  
Test the platform a few days prior to the event to make sure you know how to use it.
- Sound check**  
Make sure your camera as well as the panellists' cameras and audio are working.
- Learn how to mute/unmute panellists and participants.**
- Screenshare**  
Learn how to share your screen and make sure you share your computer audio too for music or videos.
- Chat**  
Locate the chat functionality and chat capabilities. This can be helpful to engage with the participants – asking them questions, requesting photographs of their activity, etc. You may also choose to disable the chat altogether.
- Record**  
If you book your event in our Zoom room, the event will auto record, if not, you will need to set this in your Zoom set-up when adding the event details.
- Breakout rooms**  
Learn how to split your event into different 'breakout rooms'. This could be helpful for games or quizzes, or splitting up events for any purpose. Watch [this video walkthrough](#) here for guidance.



## 3. Go Live

- Login early**  
It's best practice for the panellists and host to log in 30 minutes before the event to troubleshoot any issues on the day.
- Start social stream before starting the webinar**  
When you start the stream, the event is live to anyone watching on Facebook or YouTube, so the event is live on social media even before you start the webinar. You can use this time as a casual buildup to the session as you welcome attendees into the session, or you can choose to mute and video off all panellists as you wait to start the session.
- Share holding slide**  
Check out some of our slides for your events [here](#).
- Start the webinar**  
Called 'broadcast' in Zoom



## 4. Post event

- Trim Facebook stream**  
If you had a clumsy start, or a long idle time at the beginning or at the end, you are able to trim the video on the Facebook post. See training video [here](#).
- Reports**  
Download registration, Q&A and chat reports after the event. See training video [here](#).
- Recording**  
If you made use of our Zoom account, we will download the recording for you and will send it to you after the event. If you hosted it on your own private Zoom account, please download the recording and share it with us - we would love to keep it in our archive. See how to download the zoom recording [here](#).



### Contact information:

Email: [partners@theshabbosproject.com](mailto:partners@theshabbosproject.com)

Website: [theshabbatproject.org](http://theshabbatproject.org)