



# THE ULTIMATE LIVE STREAMING CHECKLIST

## *to Ensure Smooth Streaming*

• • • • • Check it out. Check it off. • • • • •

### ○ **Restart all devices and equipment**

Restarting devices like iPhones, iPads, laptops, and computers before your live streams can help them perform better.

### ○ **Test your internet connection**

Know how your internet is performing and if your network can handle the quality of your broadcast.

### ○ **Charge your live streaming devices**

Even if you anticipate that your live stream will be fairly quick, it's still best to make sure your devices are fully charged before going live

### ○ **Check your storage space**

Live videos can take up a lot of space on your device or cloud storage, so be sure you have adequate storage space well in advance.

### ○ **Test all live streaming gear**

Testing each piece of equipment before you go live gives you reassurance that everything is working properly.

### ○ **Eliminate background distractions**

Make sure your background is clean, quiet, and free of anything that could distract viewers from your message.

### ○ **Prepare your talking points**

Outlines or lists of talking points can help keep you on track and remind you to cover important topics.

### ○ **Keep water nearby**

Do yourself a favor and keep your beverage of choice next to you during your live stream, just in case you end up needing a drink.

### ○ **Get in the right mindset**

Depending on the mood you want to be in, take the necessary steps to get in the right state of mind.

### ○ **Ask others to avoid high-bandwidth activities**

We recommend conducting a test stream about 30 minutes prior to your live stream to run your test and make adjustments.

### ○ **Set up a test stream**

Let others in your house or office know when your live stream is going to start and around what time it will end.

### ○ **Turn on Do Not Disturb mode**

Putting your mobile device or tablet in Do Not Disturb mode can prevent any unwanted notifications or interruptions.

### ○ **Mute your computer**

If you want to keep your viewers tuned in and engaged, be sure to mute your computer or laptop.