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Filming and streaming a conference: the organiser's checklist

The decisions to make, and the people to tell, before the venue is booked.

Decide these before the venue is booked, so the recording and the stream are planned rather than improvised on the day. Tick each item when it is done, and keep a copy with the event file.

1. Decide the outputs first

- [ ] Full recordings of each session.
- [ ] A live stream of the keynote or the sessions.
- [ ] Short clips for social media.
- [ ] A recap video.

Each output changes the number of cameras, the audio and the time needed after the event.

Outputs chosen, and who approved them _____

2. Ask the speakers early

- [ ] Every speaker has been asked in writing, well before the day.
- [ ] Each signed agreement is on file. Use the speaker release and recording consent form.
- [ ] The form says where the recording will appear, for how long, and who to contact for changes.
- [ ] The wording has been checked by your organisation's data or legal contact before it was sent.

Speakers should know they will be filmed and how the recording will be used before they arrive.

3. Plan the audio before the cameras

- [ ] A direct feed from the lectern and from each speaker's microphone, not only the room microphones.
- [ ] A named person sets the levels, and the time they will do it.
- [ ] A plan for panels that pass a microphone between speakers.
- [ ] Room microphones kept as a backup, not the main feed.

4. Plan the room

- [ ] Camera positions agreed, and the route from the stage to each camera position.
- [ ] Sightlines checked from each camera to the stage and to the screen.
- [ ] Venue confirmed on power, access, and where the stream equipment can go.
- [ ] Cable runs and power near water or staging assessed.

This is general guidance. A competent person must assess the actual venue before anything is laid or connected.

5. Test the stream

- [ ] Connection, encoder and audio tested together, at least an hour before going live.
- [ ] A short clip run through the whole chain, from the source to the stream.
- [ ] Stream checked on a device that is not on the same network.
- [ ] Backup stream arranged, and someone has tried switching to it.

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Test date and time _____

6. Name the people

Role	Name	Contact	Confirmed
Producer: owns the running order and makes the final calls on the day			
Stream operator: watches the output and the connection			
Audio person: owns the levels and the microphones			
Camera operator: one for each shot			
Speaker liaison: meets each speaker, checks name and slides			

7. Running order

- [ ] One producer owns the running order, and every change goes through them.
- [ ] The running order is shared a week ahead.
- [ ] Printed copies are ready for the people on the day.

Use the running order and cue sheet template for a filmed event.

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