



# BEFORE MY LIVESTREAM RECORDING CHECKLIST

MY LIVESTREAM DATE: \_\_\_\_\_

MY LIVESTREAM TIME: \_\_\_\_\_

## BE EARLY

Prepare yourself 15 minutes before your livestream, manage your state of mind, be excited but be prepared

## BANDWIDTH

Plug into a ethernet connection (if available, if not, sit next to your internet router), pause all Dropbox or Google Drive syncing, close all background programs (including browser tabs) and any other bandwidth resource hogs

## NOTIFICATIONS

Turn off all notifications on PC, and turn off or move mobile phone to another room

## INTERRUPTIONS

Close doors, windows, and shut off noise making stuff, like heaters, fans, air-conditioner (kids, and pets count too)

## PLUG IN

Plug in headset (over ear headphones or earbuds) and your microphone (if you have one)

## CAMERA

Set up you webcam as close to your natural eyeline as possible (use books, boxes or a bookshelf to prop up your laptop or webcam)

## LIGHTS

Open the curtains, or turn on a desk lamp to make sure it is facing your face

## OPEN

Open your Chrome Browser + your facebook messenger to be ready for Tabitha to reach out to you with a Streamyard link

## DRINK

Keep your voice lubricated, warm water or herbal tea or coconut water is best

## TOILET

We all need to go, best to do it before the interview gets started

## LOOSEN UP

Practice talking straight to the webcam lens as if it was a client, blow some raspberries and shake it

## LOG IN

Wait for Tabitha to send you a Streamyard link via email, follow that link and make sure that Streamyard is using the correct camera, microphone, and your name

## HAVE FUN

You're all ready to go! This interview recording is to show off the best version of you to prospective clients, so breathe, and smile

