



Making the jump from in-person events to online events seems like a lot. And just like any other thing in life, having the right partners and allies on your side will make that pivot seem like a walk in the park. As a highly experienced tech-savvy agency, Tree-Fan Events can help you make this transition as seamless as possible. Everyday we're helping our clients witness this transition and we believe we can contribute tremendously to your virtual event, designing an experience that your online audience gets involved in with true moments of interaction, engagement and co-creation, all with the flawless use of technology.

Fully Remote Virtual Event Production & LIVE Broadcast - call/email for Pricing

- ❖ Acting as technical project manager to ensure efficient workflow and communication between all stakeholders
- ❖ Creating & providing production timeline and ROS (run of show) with key deadlines, URL links and content assets deliverables
- ❖ Setup online giving platform on [Auctria](#) and run the Live Controller during the broadcast - this includes building the online giving page with package descriptions, photos, opening and closing times, integrate the Live Stream, generate data and metrics reports post event
- ❖ Working collaboratively with your event's key staff and auctioneer to create/solidify script/event flow
- ❖ Planning, coordinating, and overseeing all production and technical aspects of virtual event
- ❖ Building and Coordinating all elements of virtual event
- ❖ Facilitating technical assessment testing & run-throughs for speakers/presenters and their at-home equipment to ensure optimal CALL (camera, audio, lighting, location) setup
- ❖ Assigning/reviewing graphic work from graphic designer for slides, overlays, lower thirds
- ❖ Produce the Virtual Event from behind the scenes using OBS, Stream Yard or any other open source live streaming software the day of the event, streaming to the giving platform page, Facebook, YouTube or your event's landing page on your site