



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.

## Remote Virtual Producer + In-Studio Virtual Event Production & LIVE Broadcast

– [contact us](#) for Pricing based on your event's exact needs

- ❖ Your event is produced like a live television show with all necessary graphics and broadcasted in HD
- ❖ Our Virtual Event Producer will be acting as the technical project manager to ensure efficient workflow and communication between all stakeholders
- ❖ You get four-hour access to an in-studio broadcasting studio fully equipped to execute your event
- ❖ We will be planning, coordinating, and overseeing all production and technical aspects of virtual event
- ❖ We will provide key recommendations for online auction platforms, enterprise grade event platforms, emcees & benefit auctioneers that would be a best fit for your event
- ❖ Scheduling pre-event walk-throughs & technical run-through with our chosen AV Production partner
- ❖ Creating & providing production timelines, key deliverables deadlines, and ROS (run of show) URL links
- ❖ Working collaboratively with your event's key staff and/or Emcee/BAS to create/solidify script/event flow
- ❖ Collaborating closely and providing guidance on writing an impactful & focused scripting with Cue2Cue technical scripting the AV Production team can follow easily during the broadcast
- ❖ Coordinating collection and sharing of all necessary event assets, content & media for going live
- ❖ Scheduling and facilitating technical assessment testing & run-throughs for speakers/presenters and their at-home equipment to ensure optimal CALL (camera, audio, lighting, location) setup
- ❖ Assigning/creating or reviewing graphic work from graphic designer for slides, overlays, lower thirds
- ❖ Working closely with the on-site/remote studio director to implement virtual event's vision
- ❖ Managing & overseeing all production elements with AV production partner during the live stream

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