

Virtual Event Details

Group Name:

Contact Info:

Date:

Event Budget:

Type of Event:

- 100% virtual,
 hybrid,
 in-studio,
 on-location.

Location (if in-studio, hybrid or on-location):

Auction Agency or Benefit Auctioneer (if applicable):

Contact info:

Time:

- Push Feed:
 Program Start Time:

Event Length (duration):

- Pre-event:
 Post-event:

Live Stream Destination(s):

- Custom Landing Page:
 Social Media Platforms:
 Org Website:
 Other:

ROS & Script Deadline: / /

Content (Pre-Event, Event, Post-Event)

Cloud Location Link:

Run-through Date & Time: / /

Event Information

Format & Content:

- Type of content to be streamed:
- slides,
 videos,
 pre-recorded,

sponsor content,

other:

- # of Hosts:

- emcee
 benefit auctioneer
 presenter
 speaker

- Host Location:

- virtual,
 in-studio.

Host Zoom link to call in:

- # of Live Speakers:

- virtual,
 in-studio.

Live Speakers Zoom link to call in:

- Entertainment Elements:

- pre-recorded,
 live.

- Mobile Bidding (online auction):

- Online Auction Page URL:

- platform name:
 link to thermometer:
 Text-to-give #:

- Audience Interaction options, if any

- Exp of gamification elements:

- interactivity,
 polling,
 scavenger virtual hunts,
 graffiti boards,
 trivia, etc.

Sponsor(s) promotion & signage content:

Event Attendee Details

- Registration:
 - Open-share,
 - Invite-only (password-protected).
- Registration Page URL:
- Promotion platform URL (if applicable):
- Sponsor & Stakeholder outreach methods:
- Data Points to be captured:
 - # of RSVPs,
 - # of attendees,
 - attendee participation/duration,
 - attendee interaction.

Streaming Information

Stream Key:
 Stream URL:
 Back-up Server URL:
 RTMP code:
 Chat embed code:

Hybrid & On-Location Logistical Details

Date & time of:

- setup:
- tear-down:
- # of attendees:
- Venue Manager (contact):
- Catering Manager (contact):
- Floor Diagram Link:
- Deposit Deadline (if applicable)

Essential Tech Roles:

- **Technical Event Director** (in-studio, 100% virtual, hybrid)
 - responsible for monitoring the script, calling the show and providing cues to the hosts and to the livestream technical engineer regarding all on screen visuals, speaker's incoming streams, integration of all other content, and scheduling and performing all pre-event runs and checks
- **Livestream Technical Engineer** (in-studio, 100% virtual, hybrid)
 - responsible for broadcasting all content to desired platform and managing all transitions between all incoming video feeds & effects
- **Audio Engineer** (in-studio, 100% virtual, hybrid)
 - responsible for managing the sound quality of the entire live stream program
- **Audience Engagement Manager** (in-studio, 100% virtual, hybrid)
 - responsible for building audience engagement and excitement, celebrate donors and thanking sponsors)
- **Real-time Virtual Event IT Manager** (in-studio, 100% virtual, hybrid)
 - responsible to help troubleshoot any issues during event)
- **Videographer / Camera Technician** (in-studio, hybrid)
 - responsible for managing the one or two cameras used during the live production, one camera positioned for a wider/master shot and the other for close-ups - this role is not needed for a 100% virtual event.

RFP Deadline: / /