



WEBCASTING CHECKLIST

1.	Client name:		
2.	Client contact name:		
3.	Client contact phone number:		
4.	Client contact email:		
5.	TELUS webcast producer:		
6.	Event coordinator:		
	- Phone number:		
	- Email:		
7.	Event title:		
8.	Event date:		
9.	Event time:		
10.	Client PO #:		
11.	Speakers:		
12.	Webcast type:		
	- live/on demand:		
	- audio: basic/advanced		
	- audio: slides sync/unsync		
	- video:		
	- video: slides sync/unsync		
	- video teleconferencing:		
	- audio teleconferencing:		
	- podcast:		
13.	Dial-in number (for audio):		
14.	Venue:		
15.	Venue address:		
16.	Venue contact:		
	- phone number:		
	- email:		
17.	Venue I.T. contact:		
	- phone number:		
	- email:		
18.	Venue Internet connectivity:		
19.	Static public IP address:		
20.	Staging provider:		
21.	Staging contact:		
	- phone number:		
	- email:		
22.	Webcast link:		
23.	Archive period:		
24.	Indexed archive: (Y/N)		
25.	Question manager: (Y/N)		



26.	Polling: (Y/N)		
27.	PDF of slides: (Y/N)		
28.	Slide delivery date:		
29.	Slide delivery method:		
30.	Presenter controlled: (Y/N)		
31.	Producer control: (Y/N)		
	- cued script delivery date:		
	- producer onsite: (Y/N)		
32.	Separate video preroll: (Y/N)		
33.	Translation:		
	- English: (Y/N)		
	- French: (Y/N)		
	- Spanish: (Y/N)		
	- German: (Y/N)		
	- Italian: (Y/N)		
	- Other (specify):		
34.	Windows Media Player: (Y/N)		
35.	Real Player: (Y/N)		
36.	QuickTime: (Y/N)		
37.	Lobby page content:		
	- Company logo:		
	- PDF(s):		
	- Company profile:		
	- Event profile:		
	- Speaker bios:		
	- Speaker photos:		
	- Other content (specify):		
38.	Rehearsal date:		
39.	Rehearsal time:		
40.	Rehearsal venue:		
41.	Security:		
	- Registration page:		
	- Password protection: (Y/N)		
	- Single/multiple passwords:		
42.	Encoding:		
	- On site (travel & ship. req.):		
	- Remote:		
43.	Additional comments:		