

Roles and responsibilities:

For events

	Non-producing admin	Event coordinator	Producer	Content creator
Before event				
Create new Event (Recording or Live Broadcast)			X	
Create new User Accounts <i>(if required)</i>	X			
Create new Channel for Event <i>(if required)</i>	X			
Distribute new User Account information		X	X	
Identify Graphics and Assets needed for event		X		X
Inform content contributors and responsible parties of their involvement and responsibilities		X		
Provide final Event assets for Event				X
Upload Media (Pre-records*), Graphics, and Overlay assets to Socialive Scenes			X	
For live or pre-recorded events, test broadcast destinations			X	
Invite & Assign Guest Director			X	
Build Run of Show			X	
Perform Tech Check & Dry Run			X	
During event				
Join the broadcast on the day of the Event	X	X	X	X
Initiate the recording or live broadcast		X		
Send Scenes live at appropriate times		X		
Provide Feedback to Producer about pacing and content, make changes to Run of Show	X			X
Respond to changes in Run of Show and Content during event		X		
Post event				
Participate in event post-mortem/debriefing		X	X	X
Create clips of event		X	X	X
Download Recording		X	X	X
Configure Integration in Socialive	X			
Send recording to Integration			X	X

Roles and responsibilities:

Creating *pre-recorded* content

		Non producing admin	Event coordinator	Producer	Content creator	Guest
Before event						
	Inform guests of their involvement and responsibilities		X			
	Provide guidance/resources for guests creating device recordings on their own		X	X		
	Contribute Pre-recorded Guest Content					X
	Assist Guest with Recording (if required)			X		
	Edit Guest Footage & Provide Final Cut				X	
	Upload final Guest Content to Socialive Studio			X		
	Add Guest Content to Run of Show			X		
During event						
There are no additional steps specific to including pre-recorded guest content.						
Post event						
There are no additional steps specific to including pre-recorded guest content.						

Roles and responsibilities:

Working with *live* guests

		Non producing admin	Event coordinator	Producer	Content creator	Guest
Before event						
	Inform guests of their involvement and responsibilities		X			
	Add Guests to event in Studio			X		
	Add Live Sources to scenes in Run of Show			X		
	Participate in Tech Check/Dry Run		X	X	X	X
	Send guests all pertinent event communication		X			
During event						
	Join Broadcast on the day of the event		X	X		X
	Respond to changes in Run of Show or Guest Content during recording or live event			X		X
	Perform audio/visual troubleshooting for guest feeds during event			X		
	Provide cues for when speakers/presenters will be going live or when scenes will change		X	X		
	Contribute Live Content during the Event					X
	Provide actionable guidance to speakers/presenters during their presentation as appropriate			X		
Post event						
	Participate in event post-mortem/debriefing		X	X	X	X

Roles and responsibilities:

Working with screen share or slideshare sources

		Non producing admin	Event coordinator	Producer	Content creator	Guest
Before event						
	Inform Producer of which Screen Share or Slideshare sources are needed		X		X	
	Inform guests who will be sharing that they will be participating by screen sharing		X			
	Provide content to Producer if Producer is to share their screen		X		X	
	Upload PDF Slideshare content to the studio session					X
	Add Screen Share or Slideshare as a source to Run of Show			X		
	Participate in Dry Run/Tech Check		X	X	X	X
During event						
	Provide cues for Presenter for when they will be going live			X		
	Share screen or Slideshare with appropriate resources/presentation content			X		X
	End Screen Sharing or Slideshare when appropriate			X		
Post event						
	Participate in event post-mortem/debriefing		X	X	X	X