Tech Check Script for Producers

This script can be used to conduct a tech check with guests joining the Socialive Green Room for a recording.

Introductions (*Once all guests have entered the Green Room*)

Thank you for joining today! The goal of this tech check today is to

- Make sure you feel comfortable joining the Green Room
- Get accustomed to the Green Room functionality
- Test the device you'll be using for the recording session
- And lastly, understand what changes you'll notice once the recording begins

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Green Room Overview

First, let's cover a few of the features of the Green Room.

1. **Camera Feeds:** You'll notice everyone's camera feeds. You can click on anyone's feed and drag and drop each to how you'd like to view each person. You can also pin a specific person's feed.

The next set of features we'll be reviewing are in order from the left-hand side of the Green Room to the right.

2. **Help:** This is the "i" icon on the lower left-hand side of the Green Room. This should be selected if you need to communicate via chat with the Socialive technical support team. They will respond to you in a matter of minutes.

3. **Health Indicators:** You'll also notice an icon in each guest's feed on the left-hand side of your camera feed, including your own. This is the health indicator. A green dot is a solid internet connection, a yellow or red means your internet connection may be unstable, which could impact the quality of your video/connection. Ideally, your health indicator is a green dot. If you see a red/yellow dot you need to get closer to your modem or plug directly into ethernet.

Let's now focus on the features in the lower middle area of the Green Room.

4. **Local Record:** This will capture a local device recording of our session that's not dependent on your internet connection. This can be selected once the recording starts, then click it once more to stop once the recording has ended.
5. **Camera:** This is your camera setting, the drop-down allows you to select your camera device. You can also turn your camera off. The best practice is not to turn your camera off since you'll want the audience to see you when you go live in a scene.
6. **Microphone:** Similar to the camera setting, you can select different microphone devices.
7. **Screen Share and Slide Share:** You have the option to share your screen or a presentation during the recording. When you click the button you can either select to share your entire screen or upload a PDF presentation as a source.
8. **Leave:** When the recording is over, select this button to leave the Green Room.

The next set of features I'll be reviewing are on the right-hand side of the Green Room.

9. **Chat:** This is in the lower-right corner. Here, you can use nonverbal communication throughout the recording with other guests in the Green Room. The producer and guests will see all messages and can respond within this chat space.
10. **Virtual Background:** This enables guests to set a blurred background or upload a specific background.
11. **Monitor:** This is a live preview. Note that there's a 3-second delay. If that's distracting, the best practice would be to minimize the monitor.

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What to Expect During a Recording

Now that we've covered the features in the Green Room let's move on to what you can expect during the recording.

When in the Green Room, before the recording starts, you as a guest can hear and be heard by all guests and the producer. You should also see a green bar at the top that says "You are in the green room."

You'll notice a few changes once the producer lets you know that the recording will be starting.

When the recording starts, you and the other guests will be muted, you'll see the green bar change to orange and indicate "you are backstage." This means all guests are muted, but the producer can be heard by all. This is because the recording is starting.

This is a good time for the producer to start the recording to showcase the changes for the tech check session.

As the producer navigates from scene to scene, they can verbally communicate with guests about who is going live in a scene. Once you are live in a scene and ready to be recorded you'll see a red bar around your camera feed and a red bar up top that reads "You are live."

Once the recording is complete, the green bar will change to "You are in the Green Room." At this point, the recording is over; everyone can hear and be heard. Feel free to speak amongst yourselves. If we need to do multiple takes, we can start the process from the top as many times as needed. If not, we can all leave the Green Room.

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Wrapping up the Tech Check
At this point, if everyone has had a chance to ask questions and feels good about navigating the Green Room, the tech check is complete!