✔	Who:	Pre-Event Task:	Send to:	Deadline:	Notes:
Broadcast Date:			**Session Number and Name:**		
	VPTS (Virtual Presentation & Technology Specialist)	**Complete MVC Session Planner and tracking in Trello Session Dashboard.**		**10 days prior to the Monday of Broadcast Week.**	**See VPTS training materials for Class Development Process, which outlines our process prior to using this checklist.**
	VPTS	**Submit to Privacy Officer:** -Presentation file and all handouts -Multimedia (if applicable) -Signed Presenter Certification VA 0897 -Image Inventory	Peggy Pugh, VHA Privacy Officer		margaret.pugh@va.gov
	VPTS	Send 508 request for all materials that will be available for distribution.			508@cooperthomas.com
	VPTS	**In CMS:** Event Details: Set Designation Downloads: Add PPT File & Handout(s) Downloads: (as private) Session Info, Credits, and Candids Polling: Add all poll questions and potential answers Questions: Add at least 4 pre-planned questions Authors: Add each presenter, their headshot, and Bio	CMS	5 days prior to live broadcast, or as soon as all materials are ready for submission.	Accreditation Specialist will complete the Post-Test.
	VPTS	Print off Checklist, Reminder 1-pager, presenter feedback form and list of any phone #s you will want to have with you on travel			

	Who:	Rehearsal Task: Pre-Reherasal	Send to:	Deadline:	Notes:
	VPTS	Welcome, help speakers settle in, review agenda			In designated conference room. Speakers can leave their belongings there all day. Provide printed agenda & one-pager of reminders 1) No Cell phones, (no vibrate, no silent) - don't bring in to studio 2) After 5pm - no further changes to PPT, explain computers in Gold Room or other conference room 3) No Orlando references, 4) No "behind the scenes" references
	Speakers	Tour on the way to the studio.			Presenters should bring their wardrobe clothes and hang them up on the wardrobe right outside the studio
	VPTS	Tour of Studio			Presenters on stage with you: Introduction of moderator and producer How to properly enter the stage Green Screen warmups! Tour of the Stage: Point out monitors, timer, message VPTSreen, lighting, other tape marker, ambient mic, Mic back up plan
	VPTS	Green Screen Instructional Time			Demo - presenters behind The Melinda Monitor Use prepared VPTS PPT File

	VPTS or designee	Train Session Manager (SM) or Program Office Point of Contact (POC) #1 on Q&A - Mark as archived during presentation, hands off during Live Q&A. Also explain timer screen.			They should have access to the pre-planned questions to enter for rehearsal Q&A. Do not put windows on second monitor.
	VPTS or designee	Train Moderator on Q&A to refresh right before going out to do Q&A.			Train on any new Q&A features (esp. for new or less experienced moderators)
	VPTS or designee	Enter in CMS Moderator Poll for Intro			Compare to polls in the presentation to ensure there are no duplicate questions.
	VPTS or designee	Let Presenter know that you will take clicker from them right before Q&A.			
	VPTS or designee	Train SM/POC #2 with Image Tech Team on scrolling			
	Help Desk	Email Stream links to TS Team and remote TDs with start times via Google+ Event	TS Team	By start of 1st rehearsal	From Fast eLinks site.
	VPTS	Warn that Cell Phones need to be silent or not in the room during rehearsal or broadcast.			No vibrate either

	Who:	Rehearsal Task:	Send to:	Deadline:	Notes:
	VPTS/Tech	Wardrobe Check			Tech has final word.
	VPTS	Polling Practice			With their own slide deck. VPTS should demo first, then have the presenters do it twice. First poll, second poll. If only 1 poll in the presentation, do that poll twice.
	VPTS	Plan for Chair Training - provide training either before rehearsal or right before Q&A.			How to get in the chairs, sit in the chairs, talk in the chairs, and get out of the chairs.
	VPTS	Explain to Presenters how the timer works and when we start official broadcast time. Point out message VPTSreen.			The clock starts at the exact broadcast time, and counts down from the total presentation time. Also explain use for "message screen."
	VPTS	Coach to ignore distractions - only person they should worry about is their VPTS during the broadcast. Also provide any feedback necessary prior to taped rehearsal.			
	Everyone	**Complete a full, timed, and taped Run-Through up to Q&A.** Watch time closely in case any major adjustments need to be made to the presentation plan.			Let the presenter know if they see mistakes/changes, let the SM know. The SM should keep a list of all changes that need to be made, by slide number for reference at a later point when changes can be made by the Speaker with help from the SM. *Rehearsal should be treated like a broadcast!*
	VPTS	Check scale	Report any concerns to Image		Depending on the size/height of presenters, Image makes adjustments.
	Everyone	Respond to Polls during rehearsals			Submit multiple responses
	VPTS	Do a test using the message screen			
	VPTS or designee/Image	Moderator Accomodations			In Studio 1, right before Q&A, turn on the monitor closest to the door so the moderator can see it. (Check with individual moderator for personal preferences)

REVISED 6.6.2014 (Checklist)

	VPTS	Before Q&A Rehearsal, complete chair training.			Also discourage use of the Bad (Stage-right) Monitor.
	Tech team	Re-set stage to start at end of presentation.			
	VPTS	Practice transition from end of presentation through to Q&A.			Without interruption.
	VPTS	Take chair screen shot and post to Google+ Event for TS approval			Do this during the rehearsal if presenters are in chairs, and/or during Q&A.
	VPTS	Provide feedback and coaching on: -Stance -Hand positions and gestures -Nonverbal body language -Tonality -Content-related feedback -Interaction with co-presenter -Interaction with slides -Use of stage space -Interaction with campus features -General support and encouragement			Provide feedback verbally and written using VPTS Feedback Form. Prior to providing feedback, make sure you've collected feedback from others - Session Manager, POC, other presenters, tech team, etc.

	Who:	Rehearsal Task: Post-Rehersal:	Send to:	Deadline:	Notes:
	VPTS with Presenter and/or Image	Determine if there is a need for, or time for a second full rehearsal.	Communicate to Image		Depending on time, lunch schedule, number of presentations that day, and technical or presenter needs and readiness.
	VPTS	Notify Image if a rehearsal link/upload is needed.	Image	Immediately	Make sure you forward link to the presenters once you get it!
	VPTS or SM	Allow for work time for SM and Speakers to make changes to PPT File on **an Image Computer**			Make sure everyone knows where the latest version is at all times. Use v1, v2, v3 to keep track in filename. Ask editor to work quickly.
	VPTS	Coordinate with Image for video file to be transferred to PC so speakers can watch their rehearsal (if watching on-site).			Usually happens in the Gold or Green Conference Room.
	VPTS	Verify Downloads, Lower Thirds, Multimedia Files, Post-Test Questions	Communicate to Image	5pm Rehearsal Day	Review for accuracy. Check in with remote team to verify triple-check.
	SM/POC/Presenter	Review Post-Test Questions	Communicate changes to Image	5pm Rehearsal Day	Ask Presenter(s) and/or SMs to verify Post-Test Questions -Answers need to be contained in presentation.
	VPTS	Have Image Clear Chat Queue	Image		From rehearsal
	VPTS	Confirm Intro slides are accurate	VPTS	5pm Rehearsal Day	VPTS confirms version with Image
	SM/Speaker	Submit Final Presentation	VPTS	5pm Rehearsal Day	VPTS confirms version with Image
	VPTS	Confirm Final Set configuration	VPTS	5pm Rehearsal Day	VPTS confirms version with Image
	VPTS/Moderator	Confirm Final Playlist and Ad Lib	Image Producer	5pm Rehearsal Day	VPTS, Moderator, and Producer meet to discuss and finalize.
	VPTS	Confirm Moderator Poll (if applicable) is entered correctly into CMS.	Image Producer	5pm Rehearsal Day	Make sure nothing has changed or needs to be corrected.
	VPTS	Privacy and 508 Review of all files available for download/distribution	Image	ASAP	Make sure VPTS has access to latest version via FTP if this has to happen overnight.

	Who:	Broadcast Task:	Send to:	Deadline:	Notes:
	VPTS	Double check with Presenters/SM correct versions of PPTs are pulled up on scrolling computer.	Image	Morning of Broadcast	
	VPTS	Cell phone reminders to all TDs and presenters.			Totally silent. No vibrate.
	VPTS	Review Broadcast Etiquette			No excessive whispering, no jokey/comical behavior while the presenter is presenting Live. Did we mention to silent cell phones?
	VPTS	Wardrobe Double-Check			If a presenter is in a drastically different outfit, have them approved by tech and if necessary, practice sitting in chairs.
	VPTS or designee	Start Timer at exact broadcast start time			example - if the broadcast starts at 1pm, start timer at exactly 1pm.
	TD	Enter in Pre-Planned questions/check from rehearsal			
	Everyone	Tweet			
	VPTS	Monitor various aspects of the broadcast from your PC & mobile device(s)			Stream Q&A Chat Facebook Twitter Live Users CMS Dashboard Google+ Event
	VPTS	Watch Presenter's teleprompter screens (especially at the beginning & at transitions) to make sure there are no technical glitches, if so, check with control room to make sure they know.			

	Who:	Broadcast Task: (con't)	Send to:	Deadline:	Notes:
	VPTS	Submit messages to Presenters on Timer monitor if necessary			Messages would be things like reminders to sit properly in chairs, or messages to moderators.
	VPTS	Smile, nod, encourage (active listening)			Some presenters need more active listening support than others, determine on an individual basis.
	VPTS	Pay attention to timing/pace and communicate as needed			Communicate to the presenters if they need to slow down or speed up. (Have presentation open on your computer so you know which slide number they are on)
	VPTS	Run interference with technical issues (downloads/Q&A tech support issues)			
	VPTS	Take clicker from presenter right before they go on for Q&A.			
	VPTS/Image	Moderator Accomodations			In Studio 1, turn on the monitor closest to the door so the moderator can see it. (Check with individual moderator for personal preferences)
	TD	During Q&A, if the speakers reference material and promise it to the audience, take a note of what needs to be posted or emailed and follow up to obtain it.	VPTS	1 Day Post Broadcast	Complete Privacy & 508 and post with On-Demand
	VPTS	Prior to the presenters leaving the site, let them know they'll receive an email from our team requesting their feedback.			
	VPTS	Attend Hotwash, provide input for continual improvement of our process.			

Speaker Coach Checklist for MVC Broadcasts