

HOST/CO-HOST CHECKLIST



Your Go-To Checkpoints for a flawless event experience

MUST - HAVE CHECKLIST

Grant Permissions

- ✓ **Mic and camera permissions** [Read More](#)
- ✓ **Screen Share permission** in case of Mac OS [Read More](#)

Ensure

- ✓ **Pre - Event System Check** [Start Test](#)
- ✓ **Chrome browser with version 79** or higher (recommended) on laptop or desktop
- ✓ **Updated browser and operating system**
- ✓ **Internet Speed Requirement**
Minimum upload speed of 5 Mbps and download speed of 10-12 Mbps
- ✓ **Close all other applications/ tools accessing mic and camera in the background**

Disable

- ✓ **VPN & Firewall**
- ✓ **Ad blockers** if any

SHOULD-DO CHECKLIST

Backstage Rehearsal

- ✓ Click on the **"GO BACKSTAGE"** button. Perform below backstage functions (available on live stage also):- [Quick video](#)
- ✓ **Show/Hide Speaker and Host:** Hide the speaker/ hosts on backstage if required and show them on stage in live session
- ✓ **Test Share Screen** - Host & speaker(s) to present their screen or PDF
- ✓ **Settings:** [Read More](#)
 - Manage Co-Host : **Change or remove co-host** during the session or before the session starts
 - Audio & Video settings : **For changing or testing camera and mic** input
 - Apply Stage Backdrop : **Apply stage backdrop** to give visual effects to the live stage
 - Apply Virtual backdrop : Display an image or video as your **virtual background**
- ✓ Polls : **Create and publish** polls or **save as draft** to be sent later during the live session
- ✓ Start Session: Click on the **"START SESSION"** button on the top right of the stage to go live

GOOD-TO-KNOW CHECKLIST

Livestage Functions

- ✓ Speaker Chat: **Privately Chat** with fellow hosts and speakers while on stage. [Read More](#)
- ✓ Raise hand: **Accept the raise hand** request by clicking on "Hand a mic"
- ✓ **Invite any attendee on stage** for a live interaction using "Invite to stage"
- ✓ Videos: **Play pre-recorded** video for your audience
- ✓ **Enable Q&A moderation** to approve selected questions and show chat/ Q&A on stage for more visibility
- ✓ Pin speaker: **Pin keynote speaker to spotlight** them whenever required
- ✓ Pause Session - **Take a break and then resume** the session afterwards if required
- ✓ End Session - Once the session is completed, **end the session by clicking the "END SESSION" button**