

Name:

Date:

Email:

Phone:

The following questions are designed to qualify your Webcasting event, and to better understand the quality and/or complexity of your broadcasting event. Please provide as much detail as possible so that we can accurately develop a scope of work, proposal, and prepare the details to begin the process required to schedule and stream your LIVE Broadcast.

LOGISTICS:

1. Have you secured a physical location for your broadcast?
2. What is the date and time of your event?
3. Is there paid parking at the facility?

PROGRAM SCHEDULE:

4. What is the Webcasting style of your event?

☐ Lecture ☐ Sales Meeting ☐ Discussion Panel ☐ Entertainment ☐ Other

NOTE: *Please elaborate in greater detail below if required.*

5. Have you established a program schedule?
6. Who are the individuals (talent) required to deliver the content for each event?

7. How many attendees do you plan on having?

_____ On-Site (In-Person) Attendees

_____ On-Line (Virtual) Attendees

8. During each On-Site attendee breaks in your schedule, do you plan on having (*Male and Female*) commentators read and answer questions obtained, via on-line CHAT, from your virtual attendees during this period to keep your Virtual Attendees engaged with your LIVE event?

Webcasting:

9. Will your event be a Multi-Camera Webcast?

10. Who will be responsible for working with our producer during the event to coordinate switching our LIVE Cameras from the talent to the LIVE Commentators?

11. Do you want to add slides and/or graphics to your LIVE Webcast?

Audience Distribution Model:

12. How will your primary audience view your LIVE Webcast?

☐ Smart Phones

☐ Desktop

☐ Laptops

NOTE: A Flash Media Encoded will be used to deliver your LIVE stream.

13. Will you require an interactive CHAT as part of the Media Player on the Web page we design for your LIVE event?

NOTE: Virtual Attendees can become part of your LIVE event by asking short questions during the LIVE Webcast. The commentators can read and answer some of the questions during the session breaks for the On-Site Attendees. This process will keep you Virtual Attendees engaged throughout the LIVE Webcast.

Benchmarks For Success:

14. If you could leave just one thought in the audience's mind after your LIVE Webcast, what would it be?
15. What do you want your audiences (On-Site and On-Line) to do after the LIVE Webcast?
16. How will you define the success of your LIVE Webcast?

Budget:

17.

Pre-Production Cost

Production Cost

Streaming Media Services

On-Demand Media Services

Media Duplication and Packaging