

VICE Hangouts Checklist

Step	What VICE hangout Activity is Needed?
A.	Create Baseline Event Assets
1	Create the Event Title
2	Create the Event Post Page Description
B.	Create YouTube Live Event
1	Log into your YouTube Channel
2	Click on Creator Studio
3	Click on LIVE STREAMING/Event s
4	Click on New Live Event
5	Give the Live Event a Title
6	Set the correct date and time
7	Fill out the description
8	Add Daily Training Post Page link at the top of the description
9	Add appropriate tags
10	Set the proper level of visibility - public
11	Set the Type: Quick (using hangouts on Air)
12	Click on video
13	Click on Share / Show More
14	Click on Embed / Show More
15	Make video size 640x360
16	Grab Embed Code
17	Add in a text code block in Enfold Post Page by pasting in the Embed Code in the html (text) version of the page
18	Add <center> the code
C.	An hour before the Hangout: Make Upcoming Event LIVE
1	Change the link in the LIVE SHOW navigation to link to the Event page that is going live
2	Go to Tools -> Redirection
3	Click on Edit under the /live URL
4	Replace yesterday's daily training link with current daily training link
5	Save

D.	During: Green Room
1	Go to youtube channel
2	Click "Start Hangout On Air"
3	This will launch Hangout
4	Go into "green room" and do show prep
5	Get Hangout link by clicking on the "person icon +" upper left
6	Send link to pertinent people (co-host), save the link in notepad for later
7	Load your Lower Third - select "Preset" (if not using Xsplit)
8	Make sure moderator is all set to go - open "Control Room"
9	Make sure you have the daily training's worksheet ready
10	Make sure moderator knows the platform to communicate with you through (slack, GChat?)
E.	During: Live Show
1	Click "Start Broadcast" and the Hangout will go live - the feed will stream to you website Live Show Page
2	If you have an intro video, play the Intro by setting your window to share screen
3	Say intro: "Welcome..."
4	Sum up yesterday's training: "yesterday we talked about..." when applicable, cover any new questions that came up from the audience
5	Introduce today's topic: "today we are going to cover...."
6	Introduce top leading players, daily prize and what they'll need to do today to win it.
7	30min into the show put the Hangout link in the "Join Hangout" button
8	Make sure to mute all incoming guests so it does not disrupt the flow of the show.
9	Have 2 windows open so can see chats from both platforms: (1) Google Hangout, (2) Website Live Show Page
10	Close comment: > "Thank you for joining us > You can watch replays right here on this page > Join us tomorrow where I'll cover... and play to win..."
11	End Broadcast
F.	After Show
1	Get rid of the "Join The Hangout" Button
2	Update the YouTube video with daily training's thumbnail
3	Reply to comments on the page that you didn't get to
4	Pick up the best comments and feature them in the replay email and on social media as you drive more traffic to the replay
5	Write the replay email
6	Send the replay email. Include - tomorrow we'll cover...