

THE | AV DEPT.



Simple. Smart. Fundraising Software.

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www.TheAVDept.com

Your Customizable Virtual Event Technology Packing List

Hosting a [virtual or hybrid event](#) can be a lot like packing for a trip – you need to make sure you have everything in your suitcase before you get going. But making sure you have the right technology can be hard, especially when you also have to coordinate speakers, an auction, and more. Network for Good's partner [The AV Department](#) has compiled technology packing lists for your next event, no matter how large or sophisticated it is.

**Choose your upcoming event
format and get going!**

TICKET 1

A Virtual Event

- An easy planning process with fewer moving parts
- Requires basic technology that can easily be enhanced
- Familiar format for many organizations during the pandemic
 - Cheapest to host
 - 100% Virtual Audience

TICKET 2

A Studio-Run Virtual Event

- Has a more sophisticated look and feel
 - Requires more staff support
- More expensive than a virtual event
- Your ticket to the smallest learning curve
- 100% Virtual audience, with maybe a few important guests in Studio.

TICKET 3

A Hybrid Event

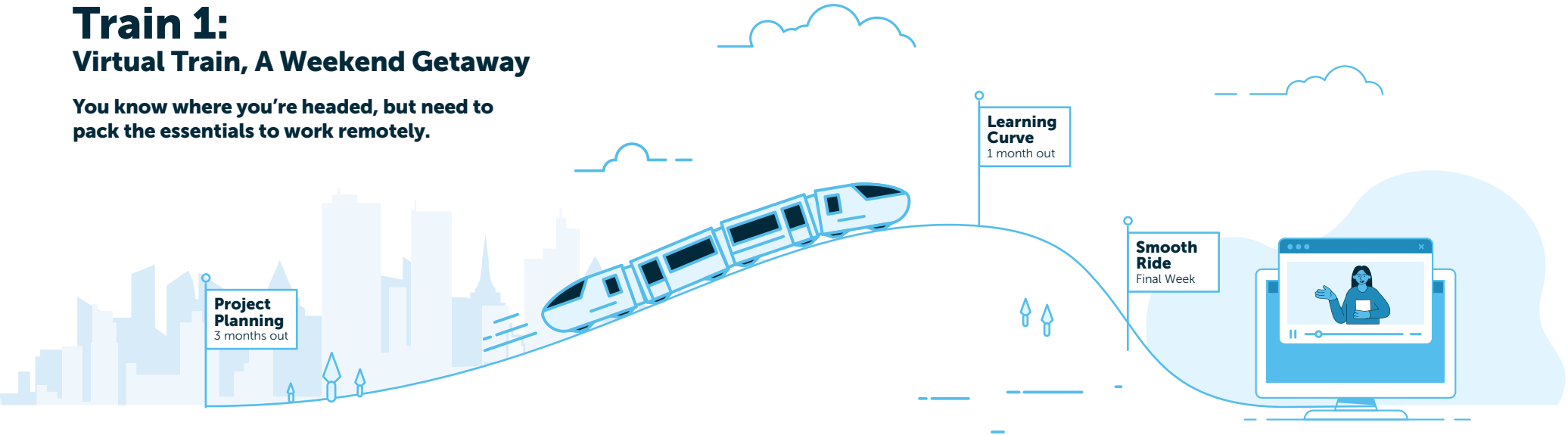
- Ideal for getting the most out of an existing in-person event
- Lots of opportunities for customizing the event
- Most sophisticated tech and programming needs

(Click Your Ticket)

Train 1:

Virtual Train, A Weekend Getaway

You know where you're headed, but need to pack the essentials to work remotely.



Packing List

For any planner, emcee or live presenter

1. A Computer - Use a computer (desktop or laptop) built in the last 2-3 years. Make sure you restart it before using it for a livestream, disable notifications, meet The AV Department in a virtual meeting (Zoom or other), and walk through the proper steps for virtual set up with one-on-one guided support. Everything you've worked so hard on is going to go through this device, then to your production partner and shown around the globe, so make sure it's ready for the spotlight.

2. A Camera - You can purchase a nice 1080p resolution web-cam for around \$50 that can hook into your computer with a USB cable. Don't plan on using your device's built-in camera or your cell phone camera.

3. A Microphone Package - Support your local music store! You can purchase a microphone under \$100. Anything will be better than your phone or built in computer mic. Also, consider an interface

like a Focusrite Scarlett to allow a microphone to properly hook up to your computer, and an XLR cable to connect the microphone to that interface. All of this will cost around \$300 - but when you go on a trip, you want to have the best luggage and gear to make you comfortable, right?

4. The Internet (+ ethernet CAT cable) - Make sure you have good internet speeds. Type in "internet speed test" in google, or go to www.fast.com, run the test, and make sure your UPLOAD speed is higher than 6, and preferably higher than 10 mbs. You can ask your local internet provider to boost your internet speed at home or at the office during the month of your live show. It is like purchasing travelers' insurance for a trip abroad!

5. Device #2: A laptop or tablet - How do you perform in front of the camera, interact with other speakers, monitor the chat, refer to auction pricing, AND read your script? A second device!

Your first device, the computer you're packing for the trip, should be dedicated to receiving your audio, video, and internet. Once logged in with The AV Department, you will be able to see and hear them in a video caller software (like Zoom). You'll also need to see your run of show, talking points, maybe some Q&A info that is being fed to you, and most importantly, Network for Good's event page. Use the second laptop to open all of the documents and more simplex websites that don't take up a lot of internet bandwidth. The AV Department's director will communicate with you on the device hooked up to your camera - this is how you will be cued to go live and begin speaking to your audience. The second device should be somewhere close to your camera so your eyes don't stray too far from the audience as you read your script or recognize donors. You want a seat with a best view on this train!

No matter the size or scope of your next virtual event, Network for Good has the easy-to-use tools you need to make it a success.

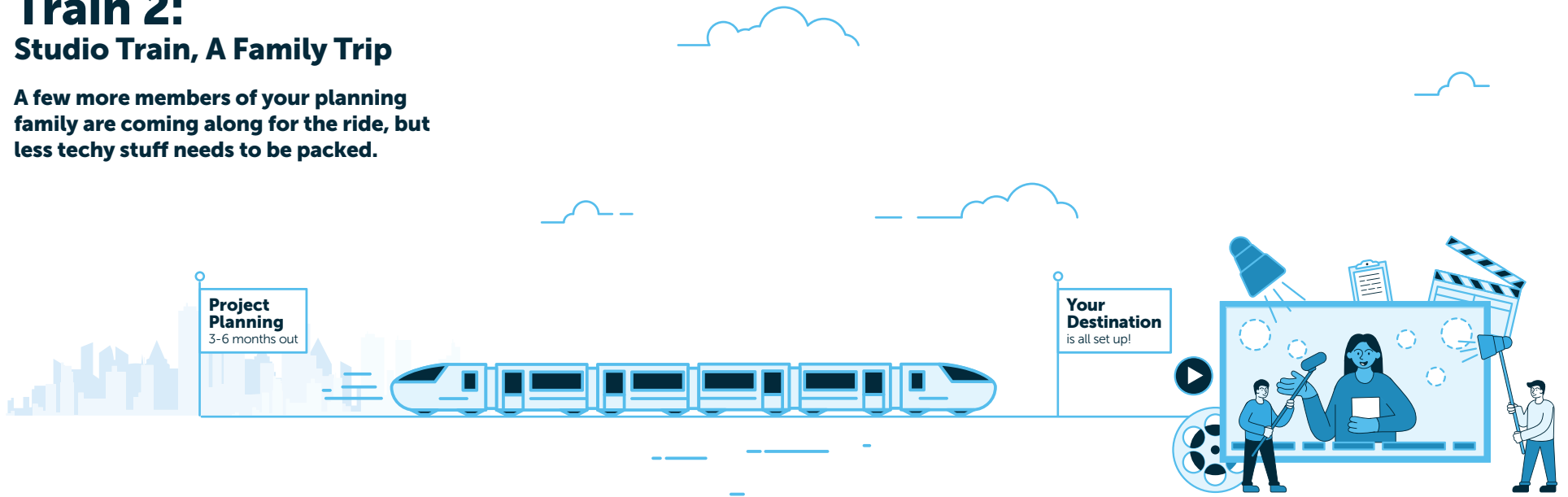
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Train 2:

Studio Train, A Family Trip

A few more members of your planning family are coming along for the ride, but less techy stuff needs to be packed.



Packing List

1. A studio - A studio is a perfect way to let the audio, video and virtual professionals take care of everything for you. Your packing list will be smaller but may need some extra helping hands to make the trip fun and successful. First up, personal computers. Cameras, microphones, internet - the studio should have all of that. What you need is the things you have already created; your script, maybe a run of show document, the device that is already recognized with your Network for Good log-in. Plan on bringing your organization's family along to help carry the load.

2. A computer - Bring a personal computer with your script on it and bring a helper from your organization to scroll the script for the teleprompter. You'll be shown how to use a remote or mouse wheel during rehearsal -- easy stuff!

3. A team member to help with your auction - Bring along someone on your team familiar with the auction items to monitor their progress in the software and update your benefit auctioneer for live updates. Want to learn more about how to host a successful fundraising auction? Check out Network for Good's blog [here](#).

4. A team member to help with technology - Bring a tech support helper. Offer their phone number on your Network for Good event page or website for folks who may be new to Network for Good, or virtual auctions in general. There are those that may not be used to entering their credit card online or timid about jumping into the chat. Supplying a phone number can mean supplying them with the means to donate and participate. This is a family trip after all - come along for the ride!

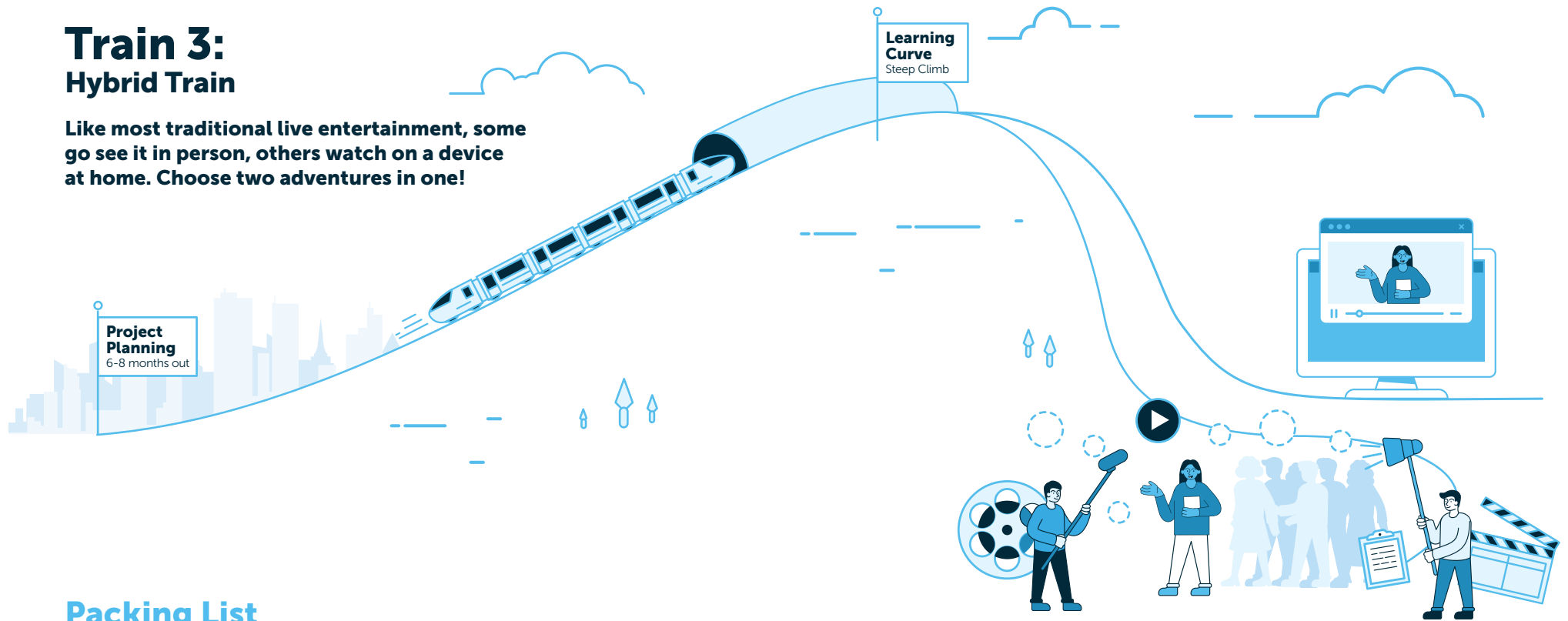
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Train 3: Hybrid Train

Like most traditional live entertainment, some go see it in person, others watch on a device at home. Choose two adventures in one!



Packing List

1. Do you want your virtual audience to have the same experience as if they were in the crowd at your hybrid event? Do you want them to have a unique experience that utilizes all the fun gadgets a livestream has to offer? Let's get together and discuss what you want each audience to have in front of them. There could be a sideline emcee to talk to the virtual crowd, interactive games or raffle prizes while the in-person crowd mingles... Sorting out how various audiences experience the event will be double the planning, so pack early and start planning for the fork in the road ahead.

2. Your Event Space - This is like the hotel accommodations of your trip. Is it all inclusive? Does it come with everything you need? Maybe it's a little

outdated for some of the modern tech you need to make it work. Maybe we need to help you pack a little bit more than your accommodations offer, and get your local A/V crew to act as the concierge, and provide some extra frills.

3. Strong internet - Make sure your hybrid event's venue has great internet before you book.

4. Event technology - The AV Department can recommend what you need to bring to the venue you have booked. We fly a technical director on-site, we can look into local A/V companies to support your show, or you can utilize the crew that already works for your venue. We'll need one of our staff there on site no matter what so they can cue

the same thing happening in two places at once. The site will need cameras, screens, audio support and some other necessary items to make your event enjoyable for all.

5. Support from The AV Department - The AV Department provides a seamless virtual event experience no matter where your event is located. We'll control what the audience sees, stream the event, record the event, and use your visual assets like slides and videos to produce an all-star show. Want to partner with The AV Department to make your next hybrid event a smash? [Get in touch!](#)

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