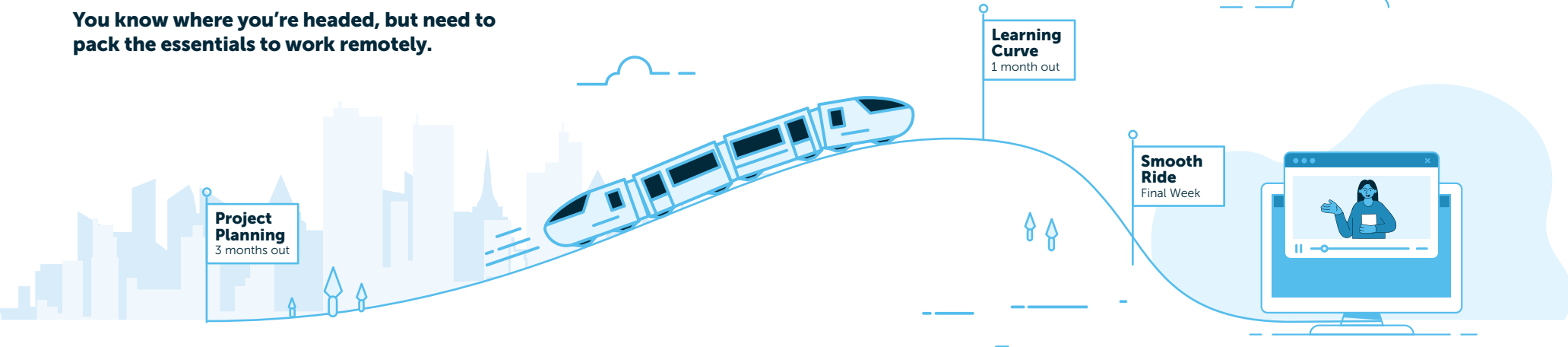


Train 1:

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.

Learn More

Network for Good
Simple. Smart. Fundraising Software.