

## Pre-Live Checklist

### Items

- Laptop** (used to view the backend dashboard to view comments and products during your live)
- Phone** (used to capture video and audio)
- Barcode scanner** (optional)
- Ring Light**
- Equipment Check**
- Lighting Check**
- Product Placement**
- Print Scripting Reminders, if needed**
- Internet connection check** (10+ mbps upload speeds needed for HD Live)

**NOTE:** remember to plug in these devices so they're fully charged for your live show

### Phone setup

- Turn on "Do Not Disturb"
- Ensure no contacts can bypass "Do Not Disturb"

### Videeo dashboard setup

- Enter Live Title & Live Description**  
(not necessary if you scheduled your live in advance)
- Select streaming destinations for the Live**
- Scan QR code on computer with phone, on phone select "join stream," then press the red record button (You are not live yet.)**

### GO LIVE!

- Select "Go Live" on the Videeo dashboard (You are live!)
- There is approximately a 8-15 second delay when beginning & ending your live