

Streaming Graduation– Single Camera

Equipment checklist:

- Camera and power supply
- Tripod
- Camera RCA or composite cable
- Power strip
- Extension cord
- Ethernet cable
- Video capture device
- Laptop and power supply
- Listing of Graduates, Speakers, and Administrators

1 Pre-Production and Setup

1. Go to cms.playonsports.com (PlayOn Manager) to schedule your event
 - a. Be sure to schedule graduation at least **two weeks** before it is to occur so that you can promote your broadcast to your potential viewers (i.e. school, parents, community)
 - b. Give your event a descriptive name/title. For example: “Crestville High School Graduation Ceremony”
2. Give yourself at least an hour to and hour and a half to set up your equipment and prepare your overlays.
3. Make sure you have access to electricity and an extension cord if you aren’t near an outlet
4. Make sure you have enough room to set up your tripod.
5. Set up your equipment, and start your laptop.
 - a. Test your Internet speed by go to www.speedtest.net and note your upload speed. You’ll end up choosing your streaming bitrate based on the following table:

Internet Speed	Streaming Bitrate
Upload speed > 1.5 Mbps	640x360_846 kbps
Upload speed between 1.0 – 1.5 Mbps	640x360_696 kbps
Upload speed between 0.7 – 1.0 Mbps	640x360_496 kbps
Upload speed < 0.7 Mbps or wireless	640x360_126 kbps

- b. Start PlayOn! Producer
 - i. Choose Live Stream (and sign in) or
 - ii. On Demand is your Internet connection is not strong enough to handle a Live stream
 - iii. In the PlayOn! Producer Settings, choose the following:

Video Device	Elgato
Video Input	(Composite or S-Video)
Overlay	Generic
Preset	Choose from the table above

- c. Find the event you previously scheduled by date, highlight the name and hit **Continue**
 - d. Fill in the **Generic Locator** overlay with your school name and location and the event title.
 - e. Queue up any videos/commercials you plan to play during the broadcast.
 - f. Have a list of all student names handy (if you want to list them on screen as they file through).

2 Starting Production

1. Make sure there are no menu settings showing up on your camera screen (this can be distracting to viewers)

2. 10 minutes before the event starts, click **Start Stream**.
3. 2 minutes before the event starts, click **Go On Air** and **Mark In**.
4. You may want to consider using the **Generic Locator** overlay before the game begins/during the pre-game announcements

3 Tips for the Camera Person

1. Set up your camera at the back of the room or along one of the sides, so as not to obstruct anyone's view.
2. When you're setting up, make sure the tripod is level.
 - a. Most tripods come with a bubble level. Make sure the bubble is in the center circle.
 - b. If you do not have a bubble level, you can manually level by lining up the frame to stage.
3. **WHITE BALANCE!** It's very important, *especially* when going from indoor to outdoor venues (or vice versa), to white balance your camera so it can adjust to the new lighting. That way, your coloration will look much more natural. Each camera's white balance functions are different, so refer to the camera's manual when adjusting it.
4. Start with a wide angle to get the crowd, but feel free to zoom in and out as various speakers/groups perform.
5. When students file through to get their diplomas, frame the shot tight but also wide enough to get the student walking across the stage (as seen below).



6. Use the **Lower Third** overlay throughout the ceremony to describe who is speaking, performing, or if you can, to designate each student as they receive their diploma (as seen above).
7. Keep the camera rolling a few minutes after the ceremony to catch family reactions, family-student-teacher interactions.

4 Audio

1. Try to connect to a **direct feed** of the microphone(s) the speakers/performers are using on stage.
2. If this isn't possible, you may use natural sound, but it will be much lesser quality.

5 Overlay Timing

1. You may want to use the **Generic Locator** overlay until the ceremony starts.
2. Use the **Lower Third** overlay to show who is speaking/performing or to show students' names.

6 Post Production

1. If you are streaming the game Live, email support@playonsports.com with the event ID number and a message that says, "Event id# _____ is complete. Please upload."
2. If you are recording this game for On Demand viewing, upload your video file either through the PlayOn Producer Uploader or PlayOn Manager.

7 Live Only/Blackout Dates

1. If you plan on **selling** copies of your graduation ceremony on DVD at a later point, you may want to produce it **Live Only**, so the VOD will not be available to the public online.
2. Or, you can utilize the **Blackout Dates** to block access to the VOD until whatever date in the future you set.