

Time taken	Task
1hr 45mins	Get in & set up PA equipment on stage Turn on PCs, check for Windows and Zoom updates; Link PCs to cameras
30 mins	Start Zoom call on host machine; join call with camera PCs; Rename cameras; Make cameras co-hosts; Make sure camera only PCs are muted and sound is off
20 mins	Turn on stage lights; Check conductor can be seen clearly onscreen; Make adjustments Cameras: <ul style="list-style-type: none"> • Fix focus and settings with Logcapture software then turn auto-focus off • Make sure HD is turned on in Zoom video settings Audio settings on conductor PC: <ul style="list-style-type: none"> • Suppress background noise - set to 'Low' • Music & pro audio - Show 'Original sound'; click original sound 'on'; select 'USB audio codec' • Click 'High fidelity music mode' and 'echo cancellation' • Set mic level quite high (85% on bar); deselect 'audio adjust mic volume'
2 mins	On Zoom host machine: Reorder cameras in host view; Click 'Follow host order'; Select 'Speaker view'
5 mins	Soundcheck conductor mic levels; piano mic; backing track
25 mins	Singers arrive; Soundcheck / warm up / rehearsal Check sound in the room: full harmony with piano, harmony with conductor talking over Check sound on zoom: same as above Check singers can hear in their monitors
5 mins	Zoom: set up breakout rooms Turn off participants' screen sharing Open YouTube Studio; click 'Go Live' and select today's livestream
event -30 mins	Zoom: disable waiting room and allocate people to breakout rooms for social time
-15 mins	Doors open to choir members; sign in
-10 mins	Zoom: Close breakout rooms Click 'Mute all'; deselect 'Allow participants to unmute themselves' Welcome to Zoom choir, run through housekeeping script Click 'Record'
-5 mins	Zoom: on host machine click 'Live to custom live streaming service' YouTube Studio: click 'go live' button at top right (if not set to auto-start) - WAIT 30 seconds Welcome to YouTube choir Alternate between camera views using spotlight on host machine
event	Rehearsal starts Help with technical issues on Zoom; monitor emails; monitor YouTube comments and Zoom chat; Read out musical questions from choir
+15 mins	Take photos of where people are sitting on stage for track and trace
end event	Conductor goodbye to Zoom and YouTube Zoom host goodbye to YouTube - WAIT 30 secs; end YouTube stream Stop Zoom recording; Goodbye to Zoom choir
end +5 mins	Click 'Allow participants to unmute themselves' Open breakout rooms or leave in main room to chat while get out happens
30 mins - 1 hr	Pack up; close Zoom room once everyone has left; Hall clear