

Things to do before and after a livestream

Draft 2022-0628a - Julius

1. No later than 12 noon on the Wednesday before a Sunday livestream, send the names of the stream team members on duty to Kim Dudley to be included in the bulletin for that service.
2. No later than 12 noon on the Wednesday before a Friday bulletin, send in a short article and image (if desired) about live streaming to Kim Dudley to be included in that Friday bulletin. This could be some information specific to that stream or some item of general information about the streaming ministry.
3. On the Friday before a Sunday livestream, prepare the cover image slide to be used for that service. This is a graphic image cropped to 1280px X 720px that contains the date of the service. Upload that graphic image to the Streamyard dashboard so it can be used on that Sunday.
4. On the Friday before a Sunday livestream, prepare a Word document with the title and description information needed to set up the Facebook and YouTube livestreams. Get the link to the bulletin from the Friday email to the congregation that goes out at 11:58 a.m. Save that Word file on the laptop being used to control the livestream on that Sunday.
5. On the Friday before a Sunday livestream, post a notice on the church's Facebook page using that cover image slide (see #3 above) with the plans for the livestreamed service. Share that Facebook post with anyone willing to have it shared on other personal Facebook pages.
6. After the livestream ends, download the file recording of the service and then upload it to the Dropbox folder of all of the recordings shared with Fr. Perkins.
7. After the livestream ends on a Sunday, go to the church's YouTube channel and add the cover image slide as the "thumbnail" image for that recording. Then go to the channel inventory display in YouTube and set that current recording as the first one to display to people who have subscribed and who have not subscribed.
8. Send the recording links on Facebook and YouTube by email to all of the stream team members along with any "lessons learned" comments. Ask others to add their own comments in a "reply all" email.
9. If there are particular moments within the livestream that might be interesting as separate video and audio clips, extract those clips, post them on the church's Facebook page and YouTube channel, and then send the link information to Kim Dudley to inform the congregation by email and by a Facebook post as deemed appropriate.