[EVENT NAME]

LIVESTREAM

[Event Date]
IT Checklist

**OBJECTIVE**

The purpose of this document is to establish the scope and requirements for a livestream event. The below document should be reviewed with local IT support.

**LIVESTREAM SCOPE AND TECHNOLOGY CONSIDERATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUIREMENT** | **KEY CONSIDERATION** | **LOCATION 1** | **LOCATION 2** |
| **Venue** |  | **Hybrid event sample** | **Hybrid event sample** |
| **Venue location** |  | **Hilton New York Midtown** | **Waldorf Astoria Shanghai** |
| **On-site attendees** |  | **50** | **50** |
| **Remote attendees** | **Share tips & tricks for best viewing experience** | **5,000** | **5000** |
| **Property contact** |  |  |  |
| **Livestream coordinator** |  |  |  |
| **Hotel IT contact** |  |  |  |
| **AV contact** |  |  |  |
| **Bandwidth requirement for event** | **Production partner should be able to provide estimate** | **100 MB** | **30 MB** |
| **Combined hotel/event bandwidth requirement** |  | **200 MB** | **80 MB** |
| **Event space internet circuit Provider** |  | **AT&T** | **China Telecom** |
| **Internet bandwidth on WAN circuit** |  | **250MB** | **80-100mbps ISP + Switch (with charges)**  |
| **Average peak utilization on circuit** |  | **80 MB** | **80 MB** |
| **Is this circuit dedicated to the event space only or is it also handling traffic to/from the Guest Network?** |  | **Guest and event space is on this AT&T circuit** | **Event room network** |
| **Power supply & backup** |  | **No power back: generator only for lights** | **Renting generator** |

**Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Sample Bandwidth Report:**



**Other Resources:**

**Suggested Language for SOW:**

* **Vendor will work with local technology to complete requirements (IT Checklist).**
* **Vendor will work with local IT support to deliver a testing and fail over plan. For larger or complex events, testing will be performed onsite.**
* **For larger or complex events, tech partner agrees to complete Hilton provided contingency/communication plan.**

**Contingency Plan (Previously Provided)**