

# 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.

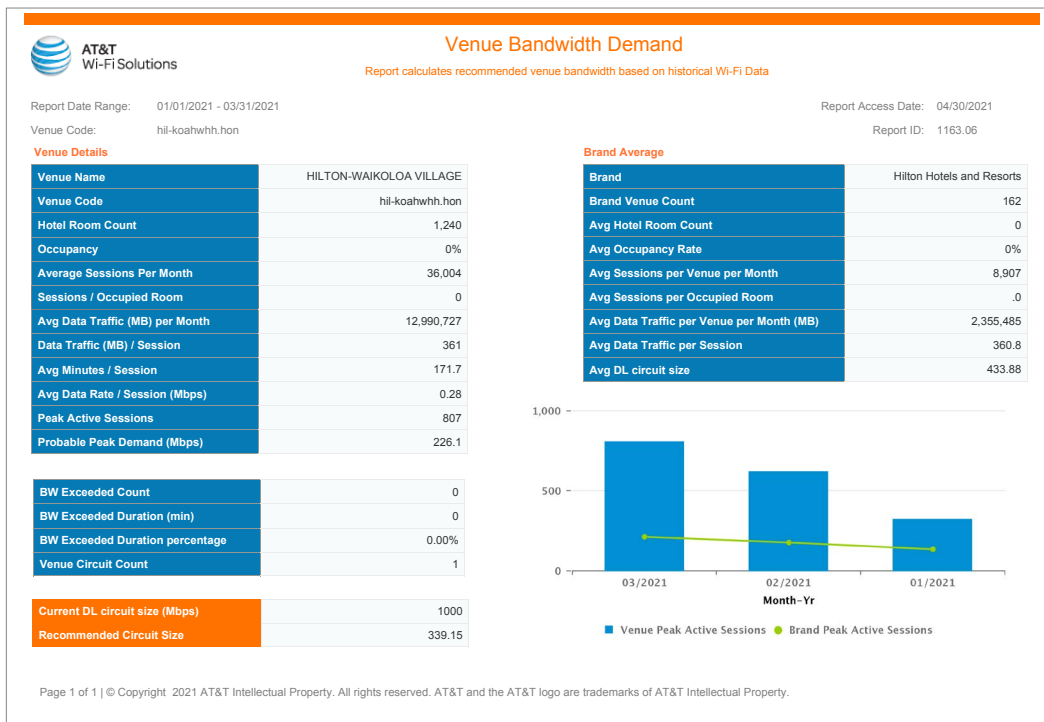
## Livestream Scope And Technology Considerations

Requirement	Key Consideration	Location 1	Location 2
Venue			
Venue location			
On-site attendees			
Remote attendees			
Property contact			
Livestream coordinator			
Hotel IT contact			
AV contact			
Bandwidth requirement for event			
Combined hotel/event bandwidth requirement			

Requirement	Key Consideration	Location 1	Location 2
Event space internet circuit Provider			
Internet bandwidth on WAN circuit			
Average peak utilization on circuit			
Is this circuit dedicated to the event space only or is it also handling traffic to/ from the Guest Network?			
Power supply & backup			
Miscellaneous			

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)