



Let's plan for your next webcast.

Do you have a webcasting provider? If so, which company? \_\_\_\_\_

How long will the event be? \_\_\_\_\_

What is the date and time of the event? \_\_\_\_\_

How many speakers will appear on video? \_\_\_\_\_

Where will your webcast take place: ReadyCam studio\_\_ VideoLink studio\_\_ Other\_\_

How many speakers will use the ReadyCam studio? \_\_\_\_\_

Will other speakers from different locations be included? \_\_\_\_\_

How large do you expect the audience to be? \_\_\_\_\_

Where is the audience located? \_\_\_\_\_ U.S.? \_\_\_\_\_ International? \_\_\_\_\_

What features do you need:

- |   |   |
|---|---|
| <input type="checkbox"/> Custom branded player        | <input type="checkbox"/> Slide animation    |
| <input type="checkbox"/> Registration                 | <input type="checkbox"/> Live Q&A           |
| <input type="checkbox"/> Email Confirmation/Reminders | <input type="checkbox"/> Live chat          |
| <input type="checkbox"/> Branded player               | <input type="checkbox"/> Analytics          |
| <input type="checkbox"/> On-Demand                    | <input type="checkbox"/> Pre-event chat     |
| <input type="checkbox"/> PowerPoint slides            | <input type="checkbox"/> Password protected |
| <input type="checkbox"/> Video roll-ins               | Other: _____                                |

Do you plan to use a teleprompter? \_\_\_\_\_

Will the event be recorded for on-demand viewing? \_\_\_\_\_

Do you need post-event video editing? \_\_\_\_\_

How long will webcast be archived \_\_\_\_\_

Where will the on-demand video live: Website\_\_ YouTube\_\_ Vimeo\_\_ Other\_\_

**WAYS TO USE WEBCASTING**

- Town meetings
- All-hands company meetings
- Fundraising events
- Product overviews
- Invitations-only events
- Employee/customer trainings

**WHAT ELSE CAN VIDEO LINK DO FOR YOU?**

- Video strategy
- In-house video studio
- Broadcast TV
- HD video production
- Creative Services
- Pre-production
- Post-production

**CONTACT US**

webcasting@videolinktv.com  
617.340.4200

*VideoLink will help you execute your webcast flawlessly. Submit your planning worksheet to [webcasting@videolinktv.com](mailto:webcasting@videolinktv.com). We will contact you to discuss your webcasting options.*