

Ultimate Remote Production Setup Checklist

From pre- to post-event success



NETWORK INFRASTRUCTURE & TESTING

Primary Network Setup

- Bandwidth test completed (minimum 10 Mbps upload recommended)
- Network stability test (24-hour continuous monitoring completed)
- Latency measurements recorded (under 100ms for real-time applications)
- Firewall configurations verified (ports opened for streaming protocols)
- QoS settings configured (video traffic prioritized)

Backup Network Systems

- Secondary internet connection established (different ISP preferred)
- Tertiary backup identified (cellular/satellite option)
- Network switching procedures tested (automatic and manual failover)

Backup network bandwidth verified (sufficient for emergency operation)

All backup systems tested under load

Security Protocols

- VPN connections established for all remote operators
- Secure feed protocols implemented (SRT encryption enabled)
- Authentication credentials distributed to authorized personnel only
- INFOSEC team approval obtained (if required)
- Security incident response plan reviewed

EQUIPMENT & SOFTWARE VERIFICATION

Hardware Checklist

- Primary switcher tested (ATEM/vMix hardware confirmed operational)
- All cameras connectivity verified (NDI/HDMI signals stable)
- Audio equipment operational (mixers, microphones, IFB systems)
- Backup hardware identified and tested
- Power backup systems tested (UPS duration verified)

Compatibility Testing

- Cross-platform compatibility verified (Mac/PC/mobile)
- Browser compatibility tested (for web-based tools)
- Codec compatibility confirmed across all systems
- File format compatibility verified for recordings/exports

Software Configuration

- Production software updated to latest stable version
- All plugins and extensions verified as compatible
- Streaming destinations configured (RTMP endpoints tested)
- Recording settings optimized (resolution, bitrate, codec)
- Software licenses current and activated

TALENT & CREW PREPARATION

Talent Briefing

- Technical requirements communicated (internet speed, equipment needs)
- Connection instructions provided (login credentials, software downloads)
- IFB/communication system tested with each talent
- Backup communication method established (phone, text, secondary platform)
- Rehearsal scheduled and completed

Content Preparation

- Video packages pre-loaded and tested
- Audio elements tested (music, sound effects, stingers)
- Lower thirds and overlays configured
- Backup content prepared for technical difficulties

Crew Coordination

- All operator roles defined and assigned
- Communication protocols established (Discord, Slack, etc.)
- Backup operator identified for critical roles
- Emergency contact list distributed to all team members
- Production timeline shared with all stakeholders
- All graphic assets uploaded and tested in system

RISK MANAGEMENT & CONTINGENCY PLANNING

Failure Point Analysis

- Critical system dependencies mapped
- Single points of failure identified
- Backup solutions assigned to each critical component
- Recovery time objectives defined for each system
- Alternative workflows documented

Testing & Validation

- Full dress rehearsal completed (simulate actual production conditions)
- Backup systems activated during rehearsal
- Emergency procedures tested (failure scenarios simulated)
- Recovery procedures validated (system restoration confirmed)
- Performance metrics baselined (quality, latency, stability)

Emergency Procedures

- Emergency contact tree created (escalation procedures)
- Technical support contacts confirmed (vendor support, IT team)
- Backup venue identified (if applicable)
- Emergency communication plan established
- Post-incident review process defined

FINAL PRE-SHOW VERIFICATION

24 Hours Before

- All systems online and responding normally
- Talent final check-in completed
- Weather/connectivity alerts monitored for remote locations
- Backup operators notified and on standby
- Final content review completed

2 Hours Before Show

- All technical systems verified operational
- Talent connectivity confirmed
- Backup systems armed and ready

30 Minutes Before Show

- Emergency contacts notified of go-live status
- Final audio/video checks completed
- All feeds stable and optimal quality
- Talent final positioning and audio checks
- Graphics and content final verification
- Team communication check (all operators responding)
- Go/No-Go decision confirmed with stakeholders

POST-PRODUCTION FOLLOW-UP

Immediate Post-Show

- Recording verification (files saved and accessible)
- System logs captured for analysis
- Any issues documented for post-mortem
- Equipment powered down safely
- Thank you communications sent to talent and crew

Within 24 Hours

- Performance metrics analyzed (quality, uptime, issues)
- Lessons learned documented
- System improvements identified
- Feedback collected from all participants
- Next production planning initiated with improvements



Checklist Complete!

When all items are checked, you're ready for a successful remote production.

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