

**TECH – SOUND, VIDEO AND LIGHTING**  
**Top 7 Tech Tips**

When preparing to host a GLS Next Gen

1. Have a **meeting with the Producer** to discuss;   
   - What venue will you use to host your GLS Next Gen?  
   - What tech equipment is already set up in that venue for use, and what extra equipment might be needed  
   - What speakers and creative elements will be used for your GLS Next Gen?  
   - Talk about the possibility of live or in person creative elements and what sort of lighting or sound requirements they might have.
2. The GLS Next Gen **video files** are located in the Event Tool Kit, ready for you to access. These can be streamed directly from the website.
3. Your number one role is to help the **content flow as seamlessly** as possible. Whatever platform you choose to host your GLS Next Gen from (online or in person), do a run through prior to the event so you're happy with the sound, look of the lighting and transitions between elements.
4. If you have creative elements or a local speaker sharing, book in a **dress rehearsal** and work out the sound and lighting for those items.
5. Confirm your **internet connection** will sustain a streaming platform for a prolonged period of time.
6. Where possible, have each clip **downloaded in advance** to prevent unnecessary buffering
7. Play each of the **videos in its entirety** (ie no skipping/trimming).