



Pre-Event Checklist



Hosting an event in Goldcast? Use this checklist to ensure you're all set for the big day.

Before You Begin

- Make sure to [turn off the Test Event toggle](#), as test events are not recorded, don't have captions and are not monitored by the Goldcast Support Team.

Event & Agenda

- Confirm the [date, start and end times](#) of the event and all individual sessions.
- [Upload videos to any pre-recorded sessions](#) included in your agenda.
- Confirm if you've [included speakers](#) in the correct sessions.
- Check the "on-demand" mode settings. By default, all non-test events are available for viewing later via the on-demand mode. If you don't want your event to be available, [turn off the on-demand toggle](#).
- Review the [Alert Center](#) within Goldcast Studio and resolve any items that require your attention.

Look & Feel

- Check the [overall branding](#) of the event and see if it aligns with your theme and requirements.
- Watch out for any font color mismatches that impact readability.
- Upload a [filler slide](#). You must upload filler slides at least one hour before the event, so make sure to check them ahead of time.
- Upload a [buffer video](#) and check if it plays correctly on stage.

Emails and Calendar Invites

- Enable the Registration Email (which includes the Magic Link) in the [Email Schedule](#) in the Emails section in Goldcast Studio.
- Turn on your preferred [Reminder Emails](#) (5m, 1h, 1d, etc.)
- Turn on/off the [Calendar Invite](#) as per your requirements.
- Review the [branding of your registration and reminder emails](#).
- Send a [test email](#) to yourself to check if the branding and content of the registration and reminder emails are set as desired.
- [Test register](#) for the event to check if you receive the registration confirmation email, which includes the magic link to access the event.

Program Items

- Check if all speakers have completed the [tech check](#).
- For [multi-track events](#), review if all tracks are set up correctly and if no sessions on the same track overlap or happen simultaneously. Also, check if sessions are assigned to the correct tracks.
- Turn on [captions and subtitles](#) if needed.
- Confirm if the [Enter Event button](#) is enabled.
- Enable your preferred [session redirection strategy](#). Note that you cannot change this setting 30 minutes before the event. So make sure to set it ahead.

Integrations & Connected Apps

- Check if you've set up all required [integrations](#), such as Salesforce, HubSpot, Marketo, Eloqua, Pardot, etc., and connected them as expected.
- Confirm the functionality of any [add-on widgets](#) you've included in your Goldcast event. Check if they're displaying as expected inside the event space.

Event Space

- Enter the Event Space and check if all buttons, navigation bars, and [engagement options](#), such as chat, Q&A, polls, resources and documents, are clear and readable. You can also [view the event as an attendee](#) to check if everything is all set.

- Check if [video production elements](#) like layouts, tickers, and scrolling messages are displayed correctly.

This list is a summary of the standard checks that our team performs to ensure that your event runs smoothly. However, please note this list is not exhaustive, and depending on your event type, you might need to perform additional checks.

No worries, though! If you require help completing any of the items, contact our awesome Support Team at support@goldcast.io, and they'll guide you through the next steps.

Feel free to download this checklist and have it handy as you prepare for the big day.