



BACKUP PLAN

As a Backup Plan...

- Record program in advance just in case
- Have a 2nd computer loaded & ready
- Have a 2nd PPT Clicker ready
- Have a Co-Host ready to step in if needed
- Have an AV Director & Host for all shows
- Have phone numbers to AV & Hosts
- Have previous versions of software ready
- Have 2nd mic & cables ready
- Have extra batteries ready
- Have extra lighting ready
- Have a video ready to play during problem
- Have 2nd log-in link to event