



Goldcast

Dry Run Checklist



Are you hosting your first Goldcast event? You can use this checklist to organize a dry run and get your speakers, presenters, moderators, and other event organizers all set for the big day.

Before the dry run

- Decide the time and day for the dry run.
- [Duplicate the event](#): edit its time and date.
- Check if the event is available to [view on-demand](#).
- Send emails with the magic links to speakers, co-hosts and other moderators.
- Optional*: Include team members as the audience by [adding them manually as registrants](#).
- Share the [Speaker Guide](#) to familiarize speakers with the Goldcast platform before they join the dry run.
- Share the [Guide to Running Goldcast Events](#) with new organizers or moderators for a quick refresh.

During the dry run

- Welcome and greet all participants backstage.
- Give a brief introduction about navigating to different parts of the events platform, using presentation tools, engaging with the audience, and explaining other platform functionalities.
- Test the audio and video clarity of all speakers and presenters.
- Get them to try the tools required for their presentation, such as sharing their screen, videos, or slides.
- Rehearse the event format, structure, script, and flow.
- Check if the session adheres to the timing.
- Plan how and who will respond to audience queries.
- Optional*: Assign a moderator to manage audience chat and give real-time instructions to speakers from backstage.
- Plan the event's closing - discuss any CTAs to be shared with the audience.

After the dry run

- Encourage dry-run participants to view the on-demand recording to identify and resolve any errors they might have made on camera.
- Check with speakers, presenters, and moderators if they're comfortable using the platform. Resolve any queries they might have.
- Send them an email reminding them to join the live event at least 15 minutes before.

This list is a summary of the standard items that we recommend for a dry run. However, please note that this list is not exhaustive, and depending on your event type and format, you might need to perform additional checks.

If you require further help, contact our fantastic Support Team at support@goldcast.io, who'll guide you through the next steps.