

Church Live Streaming Setup Checklist

Print it and keep it next to the streaming desk. Items 1 and 2 you do once. Items 3 to 7 you do in the week before your first stream. Items 8 to 10 you do every Sunday.

ONCE

- ☐ **1** Pick your platform: your own website with WpStream, a church-focused hosted service, or YouTube/Facebook to start free.
- ☐ **2** Get a streaming-specific music license before your first stream (CCLI Streaming License or equivalent).

THE WEEK BEFORE YOUR FIRST STREAM

- ☐ **3** Set up audio first: a dedicated microphone, not a laptop's built-in mic.
- ☐ **4** Test your actual upload speed at your usual streaming day and time.
- ☐ **5** Choose a camera setup that matches your volunteer team size: one camera is fine to start.
- ☐ **6** Pick a broadcast app or encoder (phone browser, Larix/nanoStream/BroadcastMe, or OBS on a computer).
- ☐ **7** If streaming to YouTube, verify your channel and turn on live streaming at least a day ahead of your first stream.

EVERY SUNDAY

- ☐ **8** Do a full run-through 30 minutes before the service starts.
- ☐ **9** Turn the channel on, confirm audio and video look right, then start on time.
- ☐ **10** After the service, turn the channel off and let the recording finish processing before sharing the replay link.