

# TIP SHEET: WATCHING PARTY



We are thrilled that you are bringing together a small group of people to support the event. To make the experience as seamless and enjoyable as possible for you and your guests, here are some simple tips and ideas.

## In the lead up to the event

- Please make sure all your guests are pre-registered to simplify post event communications and pledge follow up.
- Ensure the internet connection at the watch party location is sufficient: go to [speedtest.net](https://www.speedtest.net) to check your speed on a weekday evening, the speed should be >30mbps download and >10mbps upload.
- Please follow social distancing recommendations and all relevant health orders when planning a watching party.



## Before the event begins

- Use a laptop to enter the event using the event link. For best viewing, use Google Chrome. On the laptop, close down all background programs and pause any syncing.
- Connect your laptop to a TV or larger screen via HDMI or a casting connection so that everyone can see and hear.
- Make sure you have minimal devices accessing your network during the event.
- Ask your guests to download the Crowdcast app if you would like them to enter their own comments/pledges during the event (guests can still watch the event on the big screen). In this instance, guests will need to turn down the speaker volume on their phones so that the sound isn't duplicated in the room.

## During the event

- Designate someone to sit by the laptop and engage in the chat box throughout the event. This person will enter comments and pledges made by your guests unless they are doing this themselves using the app.
- Wait for the MC to prompt pledging before entering in pledges. Pledges for the first presenting program will be taken first, before moving on to the second and third programs in turn. The MC will advise if a second round of pledging will be available at the end.
- If for some reason the stream pauses or there is an issue, hitting refresh on your browser typically resolves.

