**All-Hands Fact Finder**

Contact Name

Position

Company Name

Company Address        
Contact Land Line

Contact Mobile Phone

Contact Email

**Webcast Overview**

Event Date

Webcast Start Time

Webcast Length

Estimated audience size

Set Time for AV & Gear

**Webcast Interface**

Audio

Audio & PowerPoint

Video Only

Video & PowerPoint

Submit a Question via email (address:       )

Polling, Questions, Chat, Twitter, etc.

Any Additional Inputs Required

Pre-produced video

Computer screen demo

Telephone interface

Live inserts i.e. Skype, Polycom, Lifesize, etc.?

**Webcast Topology**

One location webcast to many locations

Will there be alternate sites presenting in the webcast

If so it there a preferred method

Telephone audio bridge

Skype

Polycom etc.

**Company IT Contacts**

**Event Location Information**

Location Address

Location Contact Person Details

Room Dimensions

Number of people on location

Is there in-house AV

**Location AV Contacts**

How many individual presenters during the event

How many on-stage simultaneously (mic count)

Will there be questions from the audience

Fixed location microphones

Roving microphones

**Link Security Preference**

ICV provides the webcast link, client will handle security

ICV will provide the link and stream security

**Login Information**

If ICV is handling registration:

What information do you wish the audience to login with

First and Last Name

Email address

event password

Unique password

**Content Post Event**

Archive on Limelight digital delivery network?

Provide content to client for hosting?

**What we need from you**

Corporate Logo in a vector file (i.e. Illustrator, .eps, )

Event Name for the event page

Please submit your form or contact ICV for more information:

ICV Digital Media

925-426-8230

[townhallwebcasts@icvdm.com](mailto:townhallwebcasts@icvdm.com)