**All-Hands Fact Finder**

Contact Name

Position

Company Name

Company Address
Contact Land Line

Contact Mobile Phone

Contact Email

**Webcast Overview**

Event Date

Event Location

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 [ ]

Audience Questions [ ]

Chat [ ]

Twitter [ ]

**Webcast Graphic/Audio/Video Inputs Required**

Pre-produced video [ ]

Computer screen demo [ ]

Telephone interface [ ]

Live inserts i.e.

Skype [ ]

Polycom [ ]

Lifesize [ ]

**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**

Name

Email

Cell phone

**Event Location Information**

Location Address

Location Contact Person Details

Room Dimensions

Number of people on location

Is there in-house AV

**Location AV Contacts**

AV Contact
Are staff Union [ ]

or Non-Union [ ]
Number of Projector & Screens
Projector 4x3 [ ]  or 16x9 [ ]
Screens 4x3 [ ]  or 16x9 [ ]

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

ryan@icvdm.com