Zoom Live-Stream Checklist

**1. Preparation (Before the Day of the Event)**

**🔹 On YouTube (Schedule Your Livestream)**

1. **Go to YouTube Studio.**
2. **Click “Create” → “Go Live.”**
3. **Choose “Schedule Stream”**
4. **Set:**
	* **Title, description, and thumbnail**
	* **Visibility: Public or Unlisted (do *not* use “Private”)**
	* **Schedule date and time**
	* **Audience setting (Made for kids? =No)**
5. **Under Stream Settings, copy the following:**
	* **Stream Key**
	* **Stream URL**
	* **Watch Page URL for viewers: Paste: “https://www.youtube.com/@NaCCRA-Media/streams”**

**📌 This stream will now appear as an “Upcoming Live” event on your channel.**

**2. Preparation (Expanded: Enable YouTube Chat)**

**🔹 Enable YouTube Live Chat for the Scheduled Stream**

When creating or editing your scheduled livestream in **YouTube Studio**:

1. Go to YouTube Studio.
2. Click **“Create” → “Go Live”**, then **Schedule Stream** (or select an existing scheduled
3. In the **Stream Settings panel**, go to the **“Customization” tab**.
4. Scroll to **“Live Chat”** and confirm these are enabled:
	* ✅ **Live Chat** — allows viewers to send messages
	* ✅ **Live Chat Replay** (optional) — keeps the chat visible during the replay
	* (Optional) Enable **Slow Mode** to limit how frequently viewers can post (helpful for managing spam)
5. Under **“Audience”**, be sure:
	* The stream is **not marked “Made for Kids”**
	* The visibility is set to **Public** or **Unlisted** (chat is not available for Private streams).
6. Click **“Save”** or **“Go Live”** once all settings are configured.

**🧩 Assign Chat Moderators / Question Curators**

Before the event, make sure your **assistants have moderator access** or at least know how to:

* Open the livestream **Watch Page** on YouTube
* Read and curate questions from the Live Chat
* Communicate privately with the host or a Zoom co-host via:
	+ A backchannel (e.g., SMS, Slack, Discord, or private Zoom chat)
	+ Speaking aloud during a Q&A portion, if promoted to panelist/co-host

If appropriate, designate one assistant as **YouTube Chat Moderator** in YouTube Studio to allow them to:

* Remove inappropriate comments
* Temporarily mute disruptive users
* Pin important messages

To add a moderator:

1. Go to YouTube Studio > Settings > Community.
2. Under **Moderators**, paste the YouTube channel link of your assistant.
3. Click **Save**.

**🧠 Sample Workflow for Moderated Questions**

* 💬 **Viewers post questions** in YouTube Live Chat.
* 👀 **Assistants monitor** and copy questions into a shared document or private chat.
* ✍️ **Assistant(s) curate** questions based on clarity, relevance, or repetition.
* 🎤 **Moderator or designated co-host** introduces selected questions into the Zoom discussion.

**🎬 3. Pre-Show (15–30 Minutes Before Start)**

1. **Start the Zoom meeting early** (Host only).
2. Test:
	* Audio and video
	* Slide sharing or speaker spotlighting
3. Assign **co-host(s)** if needed.
4. Open YouTube Studio > Live Control Room in another tab to monitor the stream health.
5. Display a **welcome or title slide** with streaming instructions (e.g., how to refresh if the stream drops).

**🚀 4. Launch the Event (Go Live)**

1. In Zoom, click **“More (···)” → “Live on Custom Live Streaming Service.”**
2. Zoom will open a browser tab to connect to YouTube.
3. Wait ~30 seconds for the connection to complete.
4. Once connected:
	* The stream will go live on your **scheduled YouTube event**
	* YouTube viewers will see the broadcast at the scheduled URL

✅ You are now broadcasting your Zoom meeting live on YouTube via the **pre-scheduled stream.**

**🗣️ 5. In-Meeting: Managing the Live Broadcast**

* Monitor Zoom + YouTube side-by-side
* Assign someone to:
	+ Watch the stream on YouTube and check for issues
	+ Respond in YouTube Live Chat (if enabled)
* **DO NOT stop the stream** unless necessary
* If the stream **fails or drops**:
	+ Stay in the Zoom meeting
	+ Click **More (···) → Live on YouTube**
	+ Sign into YouTube again if prompted
	+ Launch a **new live stream** using Zoom’s direct YouTube integration

⚠️ The new stream will **appear automatically** on your channel’s /live tab
🔗 Share this URL: https://www.youtube.com/@YourChannelName/live

**🧹 6. Post-Meeting Cleanup**

1. End the Zoom meeting.
2. Go to YouTube Studio:
	* Add chapter markers (if desired)
	* Add tags, finalize description, thumbnail
	* Check visibility settings (Public, Unlisted, etc.)
3. Share the replay link as needed.
4. Debrief with your team—note what worked and what didn’t for next time.

**📌 Pro Tips**

* **Always share the /live link in advance so viewers don’t need a new URL if the stream drops:**

**“https://www.youtube.com/@NaCCRA-Media/live”**

* **Use a static slide at the start of the event with instructions for refreshing if the stream drops**
* **Record the Zoom meeting locally or to the cloud as a backup**
* **Have a co-host prepared to restart the stream if needed**