Planning Checklist:

- Organizational buy-in
- Potential volunteer hosts
- Willing fundraising Partners
- Streaming platform (we used StreamYard)
- Equipment (could be as simple as your computers with webcam and mic, or a more involved set-up).
- Goals for your stream
- Personnel to run things behind the scenes
- Ideas for educational and entertaining content

Time	Programming	Hosts		Notes
		Main Host	Co-Host	
8:00 AM	8:00 Opening Segment			Welcome your audience and get them excited about the content and guests who will be joining throughout the day!
8:15 AM				
8:30 AM	Showcase			Highlight a behind-the-scenes or lesser-known part of your organization that your audience would enjoy seeing.
8:45 AM				
9:00 AM	9:00 Guest *President/ CEO*	Host 8-10 AM: *Host #1*	Co-Host 8-10 AM: *Co-Host #1*	Kick-off the day with a conversation with your organization's leader(s). This makes your audience feel like insiders and demonstrates that your organization is all-in on this effort.
9:15 AM				
9:30 AM	Goal update			Share progress toward your goal & any incentives for goals that have been met.
9:45 AM	9:45: Break/Host Changeover			During breaks, you can display information about how to give on the screen or share pre-recorded content.
10:00 AM	10:00 Guest *Partner #1*			Partner segments are an opportunity for the recipients of funds to discuss their work and the impact of donations.
10:15 AM				
10:30 AM	Activity			Offer your audience an activity they can participate in such as a group exercise class, meditation lesson, or guided art lesson.
10:45 AM				
11:00 AM	11:00 Guest *Partner #2*	Host 12-2 PM: *Host #2*	Co-Host 12-2 PM: *Co-Host #2*	Partner segments are an opportunity for the recipients of funds to discuss their work and the impact of donations.
11:15 AM				
11:30 AM	Goal update			Share progress toward your goal & any incentives for goals that have been met.
11:45 AM	11:45: Break/Host Changeover			During breaks, you can display information about how to give on the screen or share pre-recorded content.
12:00 PM	12:00 Guest *Partner #3*			Partner segments are an opportunity for the recipients of funds to discuss their work and the impact of donations.
12:15 PM				
12:30 PM	On the ground interviews			Take your live-stream on the road – interview staff and faculty members in your organization from different locations, giving your audience and inside look at your organization.
12:45 PM				
1:00 PM	1:00 Guest *Partner #4*			Partner segments are an opportunity for the recipients of funds to discuss their work and the impact of donations.
1:15 PM				
1:30 PM	Goal update			Share progress toward your goal & any incentives for goals that have been met.
1:45 PM	1:45: Break/Host Changeover			During breaks, you can display information about how to give on the screen or share pre-recorded content.

Live-stream Schedule: Example

Time	Programming	Hosts		Notes
		Main Host	Co-Host	
8:00 AM	8:00 Opening Segment	Host 8-10 AM:	Co-Host 8-10 AM:	
8:15 AM				
8:30 AM				
8:45 AM				
9:00 AM	9:00 Guest			
9:15 AM				
9:30 AM	Goal update			
9:45 AM	9:45: Break/Host Changeover			
10:00 AM	10:00 Guest			
10:15 AM				
10:30 AM				
10:45 AM				
11:00 AM	11:00 Guest	Host 12-2 PM:	Co-Host 12-2 PM:	
11:15 AM				
11:30 AM	Goal update			
11:45 AM	11:45: Break/Host Changeover			
12:00 PM	12:00 Guest			
12:15 PM				
12:30 PM				
12:45 PM				
1:00 PM	1:00 Guest			
1:15 PM				
1:30 PM	Goal update			
1:45 PM	1:45: Break/Host Changeover			