## Reading Transforms

## **Instagram LIVE Checklist**



Ready to go LIVE on Instagram? Here's a helpful checklist to make sure everything is set before you jump on your broadcast.

Set up in quiet, non-distracting location
Phone on a table top tripod or balanced at proper level
Introduction prepared (tell you fans what the broadcast will be about and approximately how long it will run while reminding them who you are in the industry)
Note card of the points you want to make placed right next to phone so you can easily glance at it
Remind viewers that they can ask questions while live or they can DM you questions if they are watching the rebroadcast
Wrap up with a recap of everything you talked about and tell them where they can contact you
Save video after broadcast and repurpose on youtube, website blog and other social media platforms

Are you ready to do your next broadcast? Let us know in advance and if we can make the time you go live, we'd love to come support you while you're on air!



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