

To help ensure you have a successful event, here is a pre-event spf.io checklist! Please note some parts may not be relevant to you, depending on your event's setup.

Technical Requirements:

- Laptop running Google Chrome
- Microphone audio connection from venue's soundboard
- Reliable internet connection (Minimum 1 Mbps download and upload speed)
 - Wired ethernet connection is highly recommended. If none is available, a backup solution is to use a cellphone as a mobile hotspot.
 - To check your venue's internet, perform an internet speed test at www.speedtest.net.

Three guiding questions for any implementation:

1. What is the spoken language and what are the language(s) to translate into?
2. Which parts of the event will be prepared in advance and which parts will be captioned and translated live?
3. Will your audience access subtitles on mobile devices or by projector screen (or both)?

Once you know the answers to the above three questions, let's get started!

Before the Event

Prepared Documents:

- Gather prepared documents (manuscripts, prayers, song lyrics, scriptures)
- Load prepared documents into spf.io
- Generate automatic translations of documents
- Optional: Get translations reviewed by volunteers

Prepared Slides:

- Gather any prepared slides
- Upload slides into spf.io

Putting Prepared Content in Order:

- Create a playlist
- Add entries for the various parts of the event and assign the corresponding prepared document and/or slides
- Rearrange the entries to match the order of when they will happen during the event

Set up Session:

- Create new session for the event
- Assign the playlist to the session
- Open the Interpreter view and test releasing prepared content
- Archive the history once testing is complete so none of the content is visible from the mobile view

Internet & Audio Setup at Venue:

- Setup laptop with reliable internet connection (wired ethernet connection recommended)
- Connect microphone audio from soundboard with computer running spf.io
- Open Interpreter view, ensure you are in the channel for the spoken language
- Open beta captioner of the session
- Configure computer so the soundboard is the selected microphone input
- Test captioner with microphone audio to ensure it is coming through

Projector Setup at Venue:

If you plan to display translation on the projector screen...

- Open spf.io on computer connected with projector
- Open the projector view of the event's session and set it to fullscreen on the projector
- Configure the language(s) to display and any other formatting
- Release some prepared content to test the display
- Clear the screen after testing is complete

Mobile Audience Setup at Venue:

If you plan for audience members to access translation on their mobile devices...

- Share the mobile URL link with the audience on posters/bulletin/announcements

During the Event

- Release prepared documents/slides as they are spoken/are needed in the event
- Edit/release captioner content for unscripted parts of the service
- Disable the captioner at times when it is not needed
- Monitor the experience in the mobile view

After the Event

- Archive the history of the event so it stored but not visible to others
- Gather feedback from audience members