e360tv Specials Information – How to Guide

As a e360tv host you get Quarterly Specials that are 2 hours long. You get 1 per quarter.

Directions and recommendations for specials:

2 Hour Quarterly Specials on e360tv CHECKLIST	
	#1 **Select** your date and time
	#2 **Book** your date/time here: https://calendly.com/specials-e360tv/booking (if over 2 hours follow the *additional info below)
	#3 **Create Title** for the special
	#4 Select your **guest** for the special
	#5 Collect High-Resolution **photos** of your guest(s), clearly save the photos with the correct spelling of first and last name
	#6 **At least 5 days prior** to your special, fill out the Specials Questionnaire with all the info above here: https://e360tvhosthub.com/questionnaire
	#7 Team e360tv will send a **graphic** back to host
	#8 **IMPORTANT:** Add "Live Centrale" to your streaming platform (EvMux, StreamYard, Wave) **Label as:** Live Centrale **Contact "specials@e360tv.com" for custom RTMP Information**
	#9 After receiving the graphic back, **create the guest link** on whichever streaming platform, you're using (EvMux, StreamYard, Wave)
	#10 Start **advertising** on all the hosts social media links, tagging the guest for more exposure
	#11 **Confirm** that you have updated RTMP info listed above
	#12 **Have fun**, make yourself proud, as you are changing the world

Confirm that you are in fact going LIVE

- Please do not schedule a special if you are not going to go LIVE, this leaves a blank spot in programming with a graphic that doesn't have video, **DON'T DO THIS!!**
- Please rescheduled or cancel via the link sent in the confirmation you will get from Calendly where you booked the special or send an email to Kelli and e360tv team.

*Additional Information:

Need more than 2 hours per quarter?
Schedule a time to talk to Aaron first: https://koalendar.com/e/meet-with-aaron-heimes and pay for any additional hour(s).

Once paid reach out to Kelli at specials@e360tv.com, she will need the following info to put it on the Specials calendar:
Date:
Time:
Name of your show:
Network your show is on:
Title of event if you know already:

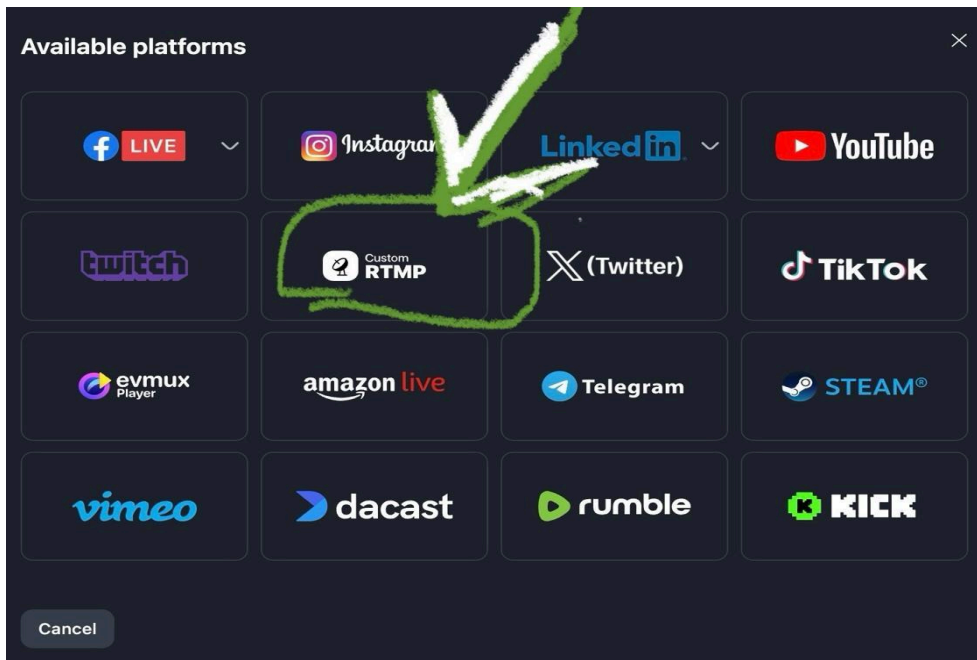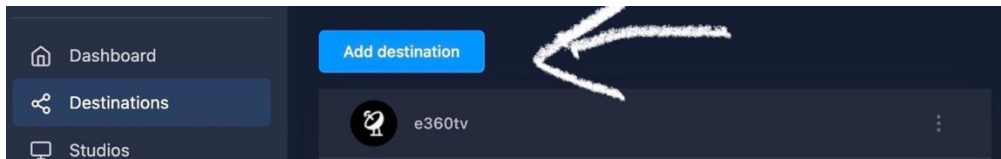Once done you will follow the same checklist above minus #2.

Specials go live on the top of e360tv streaming platform, people can also go here: https://e360tv.com/Live_list

Have more questions? Email Kelli or schedule a time to chat with her here: https://calendly.com/bcc-evolution/15min

**Pictures of walk through for #8 on next page

How to setup RTMP on EvMux:

StreamYard and Wave should be somewhat similar. Add destination like you normally do and make sure to pick "Custom RTMP" and fill in.