

To help ensure you have a successful event, here is the **purely prepared** pre-event spf.io checklist!

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?
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

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
- Monitor the experience in the mobile view or projector view

After the Event

- Archive the history of the event so it is stored but not visible to others