2025
Simulcast Host Guide

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SIMULCAST EVENT OVERVIEW

The 2025 Generations Live Simulcast is a two-day conference with three teaching sessions you can host at your church or in your home.

Join CeCe and guests for a new message specifically prepared for this moment; a simulcast event, joining women from all different ages, backgrounds, and locations for the sole purpose of seeking after Jesus over this two-day event.

As a host site, you'll be providing a space for women to spend some serious time in God's Word while attending this live Bible study experience.

MEET YOUR SIMULCAST TEAM

in:ciite Events is a creator of live and simulcast events on mission. Its mission is helping build God's Kingdom by creating remarkable experiences through media products and events that are culturally and spiritually relevant.

During your simulcast event, in:ciite provides all the customer service, technology, and pre-event testing you need to ensure you and your audience experience, hopefully, a glitch free event. They will help you test your equipment, trouble-shoot display issues, and assist if anything technically affects your receipt of the event during the event weekend.

As to the details, in:ciite:
• Send all event communication to you, the host site with important information pertaining to your event.
• Provides all technical requirements and oversees all pre-event testing

Contact our team members with any and all questions concerning your simulcast event.

LORI HEWITT, Director of Customer Care
lori.hewitt@inciite.com

AMY STANSELL, VP Production
amy@inciite.com

TAMIE WILSON, Customer Liaison
tamie@inciite.com

CHRIS THOMASON, President
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LIVE EVENT SCHEDULE*

Please consult with your in:ciite Customer Care Liaison - **THESE TIMES ARE SUBJECT TO CHANGE GIVEN THE LOCATION OF THE LIVE EVENT.**

FRIDAY

Time (s)	Simulcast	Content
4:15pm PT/ 5:15 pm MT / 6:15 pm CT / 7:15 ET	Live Feed Begin	45 Min Countdown
4:55pm PT/ 5:55 pm MT / 6:55 pm CT / 7:55 ET	Welcome	Local Host (optional)
5:00pm PT/ 6:00 pm MT / 7:00 pm CT / 8:00 ET	Welcome/ Speakers	
	Music	
8:15pm PT/ 9:15pm MT / 10:15 pm CT / 11:15 ET	End	End

SATURDAY

Time (s)	Simulcast	Content
6:45am PT/ 7:45 am MT / 8:45 am CT / 9:45 ET	Live Feed Begin	45 Min Countdown
7:25am PT/ 8:25 am MT / 9:25 am CT / 10:25 ET	Welcome	Local Host (optional)
7:30am PT/ 8:30am MT / 9:30 am CT / 10:30 ET	Welcome/ Speakers	
10:00am - 11:30am PT/ 11:00am - 12:30 pm MT	Lunch Break PT & MT	
12:00pm - 1:30pm CT / 1:00pm - 2:30pm ET	Lunch Break CT & ET	
11:30am PT/ 12:30pm MT / 1:30pm CT/ 2:30 ET	Afternoon Session	
2:15pm PT / 3:15pm MT / 4:15pm CT / 5:15 ET	End	End

Attention Pacific Locations: If you wish to set a later start time, you can do so and track one hour behind the live event. Ask your customer service rep about this option.

in:ciite.EVENTS

Call 1-888-235-7948 for more information.

in:ciite.EVENTS

PLANNING YOUR EVENT

YOUR TEAM

Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken. *Eccles. 4:12*

Hosting a simulcast can be easy, however, you cannot go at it alone! Your team can have as many people as you need; every event is different. However, we strongly suggest if you are hosting in a venue larger than your home, you equip yourself with a minimum of three teammates. It's true the more people who are invested in the event, the more energy you'll have onsite, and the more voices you will have getting the word out to the community.

CRITICAL POSITIONS & ROLES

1. EVENT COORDINATOR
2. MARKETING DIRECTOR
3. TECHNICAL/ PRODUCTION DIRECTOR

SUGGESTED POSITIONS AND ROLES

1. VOLUNTEER COODINATOR
2. PRAYER COORDINATOR
3. STORE/ RESOURCE MANAGER
4. EMCEE
5. VENUE / ATTENDEE MANAGER

ROLES DEFINED

EVENT COORDINATOR (aka "Captain of the Ship")
• Oversee all team leads, event details, and roles not assigned to others.
• Point of contact for in:ciite Events

MARKETING DIRECTOR
• Oversee & coordinate all marketing efforts at the local level including downloading all free print material from in:ciite and ensuring your local site information is correct.
• Produce and distribute the flyers, posters, bulletin inserts to get the word out.
• Coordinate any additional local marketing efforts (radio, newspaper, church website, social media) to ensure your community knows about your event.

TECHNICAL/ PRODUCTION DIRECTOR
• Oversee all aspects of the live and simulcast event at the venue. Must have a working knowledge of your sound, lighting, and staging set-up and know how to operate.
• Working knowledge of the internet onsite or contact with IT on campus
• Person is placed directly in contact with in:ciite Events if any technical issues, questions arise.
• Person is given the technical requirement page at the end of this document at least 2 weeks prior to the event.

VOLUNTEER COORDINATOR
• Provides adequate staffing for the check-in process or on-site registration you may have.
• Assigns plenty of greeters for the doors; every attendee should be greeted!
• Assigns volunteers who can direct attendees to restrooms and refreshments, answer questions, assist special needs individuals, etc.
• Assigns volunteers needed for parking & traffic flow if needed

PRAYER COORDINATOR
• Leads a team of people who commit to pray regularly together for the spiritual success of the conference.
• Available during the conference to pray with attendees who might request it

STORE/ RESOURCE MANAGER *(If you choose to have resources on-site)*
• Manages the ordering and sales of items in the conference store
• Oversees volunteers who man the conference sales table
• Handles the financial transactions and reporting as required by the church

EMCEE *(Optional; however, there will be dedicated time for a "Live site" emcee to welcome)*
- Sets the tone of the conference by welcoming the local audience and encouraging them to take their seats prior to the simulcast starting.
- Makes any location specific announcements

VENUE/ ATTENDEE MANAGER
- Responsible for the physical presentation of the conference focus and theme; stage décor, table decorations, etc.
- Assures that bathrooms are clean, clutter is hidden, and the conference attendees' physical comfort is enhanced.
- Provides any needed signage to welcome and guide attendees.
- Provides refreshments for the breaks; coffee, water, tea, and appropriate goodies.
- Oversees volunteers who will serve the refreshments & ensure the area is clean.

MARKETING TIMELINE

If your goal in hosting this event is to reach your community, please use this table as a guide. We know every church and each city is different in both location has differing challenges and opportunities. We offer this as a guide only, but do suggest reviewing it and coming up with your own plan. Remember, this is where the TEAM and your CHEER LEADERS come in handy! Don't do it alone!

Opportunity	Description	Media Needed	Due Date	Assigned to:
Local Calendar	Add date/ description to your church calendar & local "happenings" calendars on Christian radio/ news sites, etc	Generations Simulcast Logo	ASAP	Event Coordinator
Church Groups	Specific groups (women, moms, etc) - be sure the leaders know about the event.	Simulcast Slide	ASAP	Whole team
Church Groups	Ask if you can take the first 2 min of class/ group time to make announcement.	Simulcast Slide	ASAP	Whole team
Local Women's Gatherings/ Pastor luncheons	Ask for a 3 min. announcement spot. Ask churches to commit to bringing women.	Simulcast Slide	ASAP	Event Coordinator, Prayer Team Leader, Women's Pastor, Senior Pastor
Worship Service	Announcements	Simulcast Slide / Welcome Video	Apr. 5 - May 5	Event Coordinator, Women's Pastor
Social Media	Church/ local groups/ Personal	Instagram/ Facebook Banners	Mar. 1 - May 10	Marketing Director
Local Newspapers		Generations Simulcast Logo	Apr. 1	Marketing Director
Bulletin Inserts	Use at your church or use in other locations like gyms, daycares, etc.	Simulcast Promo Materials - Posters/ Bulletin inserts	Apr 1- May. 5	Marketing Director

SIMULCAST TECH/ PRODUCTION INFORMATION

IN:CIITE EVENTS • 888-235-7948 • INFO@INCIITE.COM

IMPORTANT : Please ensure your Tech/ Production Director has a copy of these pages.

TECHNICAL SPECIFICATIONS AND NEEDS

in:ciite Events will be streaming the event at the highest possible quality, but it is very important for you to know that the quality you receive is dependent on your internet connection, your download speed, and the projection & sound capability of your venue.

We are unable to know what your Internet Service Provider (ISP) can deliver to you or what type of sound and AV system your venue is running. However, we can offer you some guidelines and tips to help you receive the highest quality possible.

TEST YOUR CONNECTION

in:ciite will be offering a series of tests starting a month prior to the event. Whether this is your first simulcast or your 50th, testing is important! in:ciite Events is constantly updating its proprietary platform to ensure the very best content delivery system. You need to ensure that your equipment and set-up is changing with it! We find that 90% of the issues arising on event day could have been troubleshooted and eliminated on a testing day.

You must test on all equipment in the location the simulcast event will occur!

We cannot stress enough the need to test on *all equipment* in the location that the simulcast will occur. All streaming technologies and platforms are different. (i.e. you may be able to play a YouTube Video with no streaming interruption, but that does not mean you'll be able to buffer the simulcast). If you do not test, we cannot ensure that your event will be a success. Testing will be done starting in September. We'll email you the dates as soon as they are established. Make certain that you sign up for one of the testing times!

TEST YOUR INTERNET SPEED

To check your actual download speeds, please visit www.speedtest.net . Click **BEGIN TEST** and speedtest.net will AUTOMATICALLY test your speed and give you an accurate indication of your capacity. The "download speed" number is the one that is important for your broadcast. ***Your network connection should sustain a download speed of 20 Mbps or greater.*** If it doesn't contact your internet service provider and inquire about receiving higher speed and larger bandwidth.

WIRELESS vs. HARDWIRED CONNECTION

Your church, your audience, you... have a lot of devices, and they all want internet... ALL THE TIME! It is highly recommended that only one computer be accessing the network during the broadcast, and that you have a **dedicated internet connection** for the computer you are using to download the stream.

DISPLAY, OPERATING SYSTEM, & BROWSER SELECTION

If using projection, check your video projector resolution to ensure that it matches your computer resolution. In full screen mode on your computer, you should see full screen with your projector. It is recommended after connecting your computer to the projector that you power on the computer first then the projector for auto detecting resolution.
Do not have any other applications running on your computer simultaneously such as virus scanning, updates, or backup software.

We suggest you do NOT use a browser window within ProPresenter without testing it thoroughly. Issues have arisen with this method.

in:ciite Events recommends using Google Chrome **as your internet browser for hosting simulcast event.**

If you are using a **Mac OS operating system**, Firefox is also recommended; however, we strongly suggest you install Google Chrome as well and run tests with both browsers. Keep both on your computer until the event; it's recommended to have one as a back-up browser.

If you are using **Window 10**, we recommend Edge as your internet browser; however, we strongly suggest you install Google Chrome as well and run tests with both browsers. Keep both on your computer until the event; it's recommended to have one as a back-up browser.

SOUND

Please test your sound. This includes the feed you're receiving from in:ciite as well as another other mics, playback equipment, etc you plan to use the weekend of your event.

For the stream test, we'll send a balanced broadcasting mix to your location. All rooms and venues are different. To ensure the right sound levels for your venue, please have a qualified sound engineer who is familiar with your system.

If I have any questions or issues during the test or the live event, please contact inciite Events:

Chat – www.inciiteevents.com
Phone – 888-235-7948
Text – 888-235-7948
Email – info@inciite.com

COMMONLY ASKED QUESTIONS

* Additional "commonly asked questions" can be found online on the host site page. If you don't see your question either here or online, please email us at info@inciite.com.

When will I receive the Event Link?
The event link and password will be emailed out to you on Monday, May 6th. THE LINKS
WILL NOT GO LIVE UNTIL 45 Minutes prior to your hosting time. We suggest you log on early to get things set up. There will be music, slides and a count-down clock during this time.

Can I share the link out to my group to watch in their home if they are not able to attend the live event?
No, you are not able to share the event link. Your link will be configured to work at only one location on one device. If individuals would like to watch at a different time, they must purchase their own license. If you have a unique situation and would like to discuss with in:ciite, please contact us.

How long will I have access to the content?
You will have access on the live event date of May 9th and 10th until May 31st. If you are scheduling your event for a later date, you will have 30 days access from that date.

What if I miss a something or our connection goes down- can I rewind and watch it again?
The technology has built in DVR which means you when you login to the event you can rewind to the beginning. You will miss nothing.

What time is the event in my time zone:
Refer to the schedule sent to you; however, the technology has a built in DVR so if you need to start the event later due to your time zone, once you login, you can rewind to the beginning.