

Stage Manager & AV Crew Live Captioning Checklist

Pre-show technical verification for auditoriums, breakout rooms, and hybrid streams.

Use this run-of-show checklist to confirm clean audio routing, display formatting, and attendee QR access before doors open.

Pre-Show Technical Verification

1. Clean Speech Bus: Route podium, wireless lapel, and Q&A handheld mics to a dedicated post-fader aux send (excluding walk-in music and video playback).
2. Audio Interface Check: Connect the mixer aux send into the captioning laptop via USB Sound Card or audio interface and confirm healthy input levels.
3. Start Broadcast Relay: Open <https://zipcaptions.app>, start the room broadcast code, and test scanning the printed door posters on a mobile phone.
4. Stage Monitor / Projector Feed: Position the confidence monitor or side screen in high-contrast dark mode with large typography readable from the back row.
5. Stream Integration: If streaming, connect OBS Studio via WebSockets or vMix via the Zip Captions vMix Extension over LAN/localhost.
6. Stream Deck Automation: Configure Bitfocus Companion with the Zip Captions Companion module so the A1/V1 operator can toggle captions with one button.

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* Zip Solutions provides on-site and remote technical production and theatre surtitling: <https://zipsolutions.org/live-event-quotes>.