

Checklist for instructors before starting a live class

Print the list below and check the instructions one by one.

Relax and keep up the energy and confidence exactly as you would if you were to hold the class now with the members of the gym.

	Make sure your outfit is branded with the club's logo.
	Make sure that the phone or camera you are using to film is safely positioned and in no danger of tipping over during filming. It is advisable to use a tripod.
	Check the camera / phone to see if the spot where you are filming has enough light (preferably natural light)
	Find the perfect spot to position yourself (make sure you are entirely in the shot, even when you're lying on the floor, but make sure you are not too far from the camera) - stick some tape or place your mattress in that spot so that you always remember where to stand.
	Check your equipment and Internet connection.
	Test the microphone or, if you don't use one, do a sound check.
	Make sure you have all the accessories and equipment you need during class (mattress, weights, etc.)
	If you're using a playlist that needs to be set to members, make sure it's been set prior to your session.
	Turn on the live broadcast a few minutes before class begins and make sure you introduce yourself and greet the members.
	Describe the class before you start and explain what kind of equipment the members will need.
	Suggest that members have water and a towel at hand and ask them to make sure they have enough space to exercise.
	During class, talk to the members, encourage them and tell them when they are near the end of a set.
	At the end of the class, thank them for participating and tell them when your next class will be.
	Say goodbye before you end the video.
	Upload the recorded video to the platform.