

Pitch



Host Checklist

For Pacer video on virtual background

May 9, 2026 10am EST/ 9am CST/ 7am PST/ 7:30pm India

HOST PROTOCOL: GLOBAL GITA CHANTING

YOUR MISSION: LEAD THE CHANT, CAPTURE THE MOMENT.



01 Start 15 mins early

On the day of event (May 9th) and two trial sessions (April 25, May 2nd)

1. Restart your laptop / computer

Open Webex Application

Open OBS Application

2. Turn off all Notifications

Make sure web whatsapp and other apps are turned off

Turn OFF notifications from your computer Settings > System > Notifications

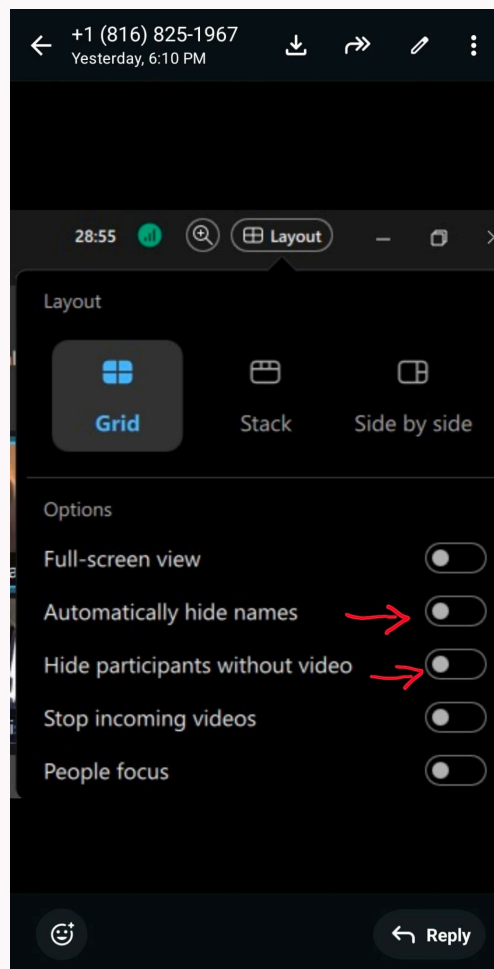
3. Login to webex app

Start the Webex meeting

As participants join:

> **Uncheck** the '**Automatically Hide names**' option under Layout

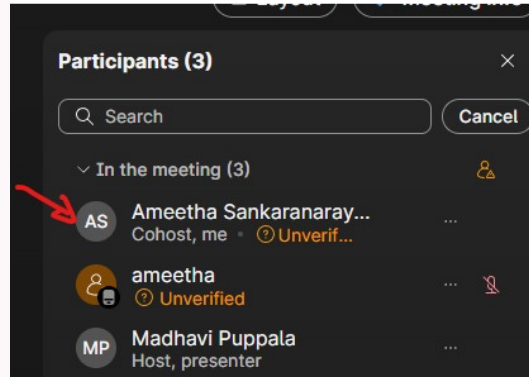
> **Uncheck** the '**Hide windows without videos**' option under Layout



Identify a Co-Host:

- Find a participant who has joined using a laptop or desktop.
- **Open Participant Window:** Click on the "Participants" icon.

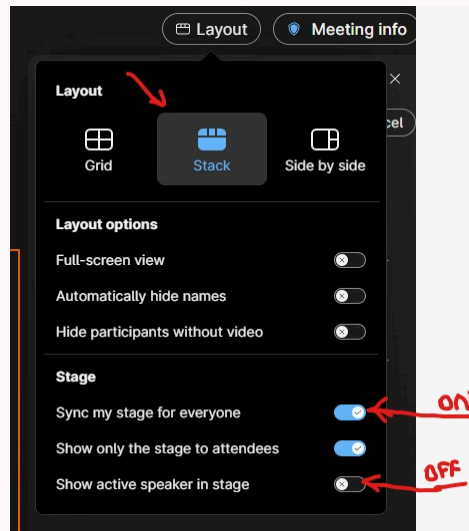
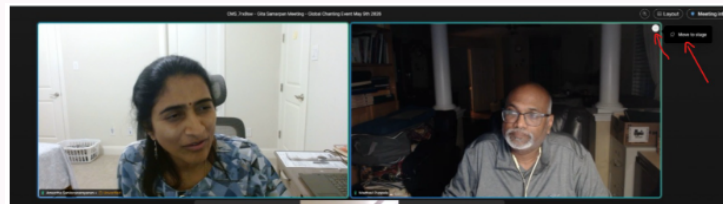
- **Assign Role:** Locate the user's name, click the three dots (more options), and select **"Make Co-host."**



Guide Co-Host participant with setup

Make sure the assigned co-host does the following steps.

- **Step 1:** Click on the three dots on the Host's display and select **"Move host to Stage."**
- **Step 2:** Click on Layout and change the Layout to **"Stack mode"**
- **Step 3:** Click on Layout and Turn **OFF** "Show active speaker in stage."
- **Step 4:** Click on Layout and Turn **ON** "Sync my stage for everyone."



Layout

Make sure your (Host) layout is in **'Grid'** mode after the Co-host sync his stage for everyone.

02

Participant decorum

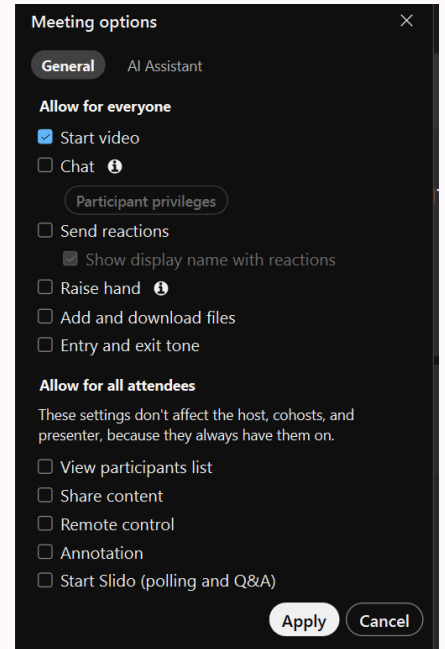
- Video ON and position to center of screen
- Audio UNMUTE
- Visible face and looking into camera
- Stable positioning of device used (phones to be in horizontal mode)
- Change display name to your registered participant name
- Participants can reduce their speaker volume to avoid disturbance.
- Participants can keep a copy of Chapter-15 for reference, that should be at eye level. Cannot look down or to the sides. Lip movement must be there.

Host decorum

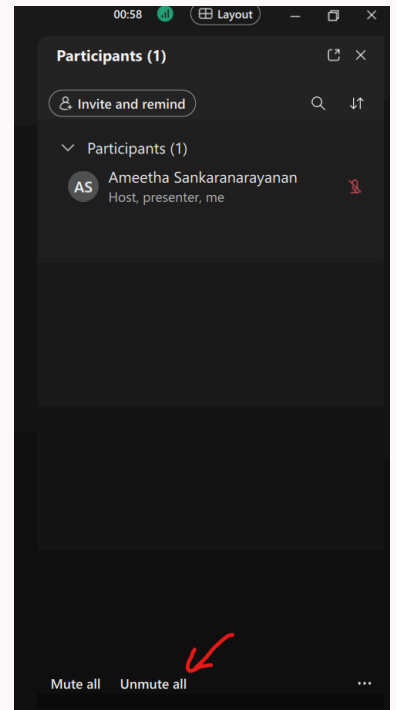
- Pacer Video playing and visible
- Align yourself with Lord Krishna image(not blocking the text)
- Visible face and looking into camera
- Change display name to your Host name
- Reduce speaker volume to avoid disturbance during chanting.
- The host should keep a copy of Chapter-15 for reference, that should be pinned at eye level to follow. The host cannot look down or to the sides and lip movement must be there.
- **HOST locks the meeting (2 min before chant start)-**

Click the Meeting menu and select '**Lock Meeting**'

- Host Disables participant privileges under '**Meeting Options**' except '**Start Video**'.



- Host gives event decorum instructions to participants and before recording, ***Unmute All*** from the Participants window.



03

OBS Start recording

Open OBS app (with all setup ready) - Keep up to 250MB space for the video recordings

- Click '**Start Recording**'
- Check if red light is ON
- Minimize OBS app window
- Maximize webex meeting with participants window and set layout to Grid mode

4

Webex pacer video start (For Virtual Background)

This is to restart your pacer video from the beginning

- When your clock strikes the Start time : Click '**Stop Video**' and then '**Start Video**' immediately in webex meeting window

Time table to restart your pacer video.

OBS RECORDING DONE 2 Times	Chanting #1 10:15am - Start time 10:25am - End Time
	Chanting #2 10:35am - Start time 10:45am - End time

05

Start Chanting

Webex window open with all participants in Grid layout

- After 1,2,3 count - The pacer video shows highlighted text of Chapter 15. Chant along.
- Finish till the end until the Pacer video restarts. (8 mins of chanting)
- If for some reason your pacer video restarts or glitches, start chanting as per the highlighted text. Inform your participants ahead of time.

06

OBS Stop recording

Open the OBS app after every recording in the 2 time slots

- Click '**Stop Recording**'
- Minimize OBS app window
- Maximize webex meeting with participants window
- At the end of Chanting #1 '**Unlock meeting**' in the webex meeting Menu. This will allow any participants who missed the Chanting #1 to join back.
- After recording Chanting #1, get ready for Chanting #2 and follow the same steps above from 02 onwards.

07

Upload OBS recording videos

To be done only after the Chanting #1 and Chanting #2 recordings are complete

- Answer the questions on number of participants and upload the recording on the Host portal
<https://webex-usa.chinmayavrindavan.org/dashboard/uploads> for both Chanting #1 and Chanting #2..
- This upload of video files should be done within 2 hours of the event..
- Deadline time is **1:00 pm EST/ 12:00 pm CST/ 10:00 am PST / 10:30 pm India**
IF THIS IS NOT DONE BY THIS DEADLINE, YOUR SET OF PARTICIPANTS WILL NOT BE CONSIDERED FOR THE GUINNESS WORLD RECORD!!

Tab 2

