

Agency Webcasting Plan

Agency Name: _____

Complete a webcasting plan for each meeting:

Meeting Name	Purpose	Frequency	Location Used Most Frequently

In order to be prepared for EO #3, our agency plan is based on the following assumptions:

Is the plan for this meeting the same as another agency meeting? Yes No

If yes, indicate which meeting's webcasting plan it duplicates
(the remainder of this plan does not need to be completed)

Meeting Name of Plan to be followed

Component	Plan	Procurement Approach (State Contract, Use NY Network, Other)	Equipment to be purchased (if in-house solution)		Estimated Cost	Ready Date
			No.	Description		
Production ^a						
Encoding ^b						
Streaming ^c						
Captioning ^d						
Storage ^e						
Archive Schedule ^f						

Instructions for completing the 'plan' column of the above chart:

- ^a Indicate approach for production, either:
 - * Hold meeting at a site where webcasting is provided as part of the location rental
 - * Hire a production crew for the current site
 - * Purchase webcasting equipment for the agency
- ^b Indicate as part of production or streaming
- ^c Indicate source (procurement plans)
Indicate if meeting be streamed live
- ^d Indicate if meeting will it be captioned at real-time or on-demand
- ^e Indicate medium and location of meeting webcast storage
- ^f Indicate archive schedule, if other than 4 months