We encourage you to take these assets and create your own unique broadcast and run of show! However, if you'd like to follow our tried and true recommendations, the steps are below:

- First steps
  - [Create new broadcast](#) from within the Socialive portal
    - Name your broadcast Live Event (or something similar 🙂)
  - Within the Studio, upload the media assets and overlay files
    - [Media](#) - located in Sources (left panel of Studio)
    - [Overlays](#) - located in the bottom panel under Scene Preview
  - [Change recording quality to Full HD 1080p](#) - located in Settings (right panel of Studio)
  - [Apply background](#)
    - Media asset: Live Event animated background
- [Setting up run of show](#) - this article details how to select layouts for each scene and drag and drop media assets and live sources into each scene to set up your recording. This also details how to enable overlays. Follow these steps for each Scene below:
  - Scene 1
    - Layout: Standard
    - Media asset: Town Hall start card
  - Scene 2
    - Layout: Standard
    - Media asset: Town Hall intro video
  - Scene 3
    - Layout: One 70 Left
    - Live source: Moderator
      - [Invite a colleague to the broadcast](#) to serve as moderator (or use your own camera feed)
    - Overlay: Town Hall Agenda and Town Hall animated logo
    - Toggle on show [name tags](#) within Overlays and modify speaker info and theme to adjust the look and feel
  - Scene 4
    - Layout: Two Horizontal Crop
    - Live source: Moderator + Guest Speaker
      - Invite a colleague to the broadcast to be the guest and use your own camera feed as the Moderator
    - Overlay: Town Hall animated logo
    - Toggle on show [name tags](#) within Overlays and modify speaker info
  - Duplicate Scene 4 to create Scene 5
    - Change Layout to Three Left
    - Media asset: Town Hall slide 1
    - Rearrange sources in the scene so that two speakers are on the right, and Town Hall Slide 1 is the largest source on the left
  - Duplicate Scene 5 to create Scene 6
    - Replace Town Hall slide 1 with Town Hall slide 2

- - - Duplicate Scene 6 to create Scene 7
      - Replace Town Hall slide 2 with Town Hall slide 3
      - Overlay: Town Hall poll graphic
    - Scene 8
      - Layout: Standard
      - Media asset: Town Hall End Card
    - Review your Run of Show
    - Have your colleagues join the recording if they haven't already. Or, drop your own camera feed into both the Moderator and guest source in each scene
- Start the Broadcast
  - Click Start Recording
  - After a short countdown, your recording is now live!
  - Click on the Scene 2 thumbnail, review in Preview, and click the red Send Live button.
    - Alternatively, you can also double-click on the scene at the top to send them live without previewing the scene first
  - Send each subsequent scene live as you're ready (or mix up the order!).
  - When you're done, click End Recording.
- You've just created your first mock Town Hall!