

Equipment Checklist and Purchasing Tips

First, consider whether you have the equipment you need to provide remote services.

What you need on your end:

- Broadband internet access - if you can have a wired connection, even better
- Good lighting
 - Sit facing a window for natural lighting
 - Buy some lighting:
 - What we have:
 - [LED lighting kit](#) - \$54.99
 - [Stand](#) - \$20.49
- Good sound
 - Internal mic on your computer or tablet (test for sound quality with a peer)
 - [Lavalier mic](#) - cheap, but doesn't do well with guitar
 - [Blue Snowball](#) - relatively inexpensive and can pick up music better
- Software - choose an option with a BAA for HIPAA compliance. Two options are:
 - Zoom
 - Doxy.me
- Optional session materials
 - Digital photo files - use screensharing to show these
 - Instruments - remember to test the sound quality for the user on the other end
 - Movement props

Tip: For live streaming, always test your technology with a friend or colleague to figure out what music sounds like on their end. For recordings,

always do a test for sound quality before spending a ton of time on recording.

Then, consider what equipment the organization needs on their end. Use the Technology Checklist for Remote Music Services to assess the organization's capacity after considering what you already know about what they have.

What they need on their end:

- Broadband internet access - wired is better than wireless
- Video (use the technology checklist to assess what they have)
 - Computer with a large display
 - Projector and screen, with an internet-connected device
 - Tablet
- Sound (use the technology checklist to assess what they have)
 - Internal speakers on computer or tablet
 - Bluetooth speaker
 - Headphones
- Optional: Instruments or movement props
 - Note: Must be able to clean and sanitize these things

Tip: If they are willing to purchase equipment, give them a specific suggestion for what to buy. Send them links. Now is not the time for them to have to search for stuff.

Optional: They don't want to buy stuff? Maybe you can provide the device.

- Label the device with your company name and phone number
- Write a simple agreement for the amount you will bill if the device is lost or stolen