

TourGuideLite

TOUR GUIDE PRE-FLIGHT CHECKLIST & BEST PRACTICES

1. PRE-TOUR PREPARATION (BEFORE LEAVING)

- ☐ **Check Credit Balance** — Ensure you have at least 1 credit in your account (1 credit = 1 live tour session).
- ☐ **Battery Check** — Charge your smartphone to 100% and pack a portable power bank for extended tours.
- ☐ **Microphone Test** — Verify your phone mic (or connected lapel/headset mic) is clean and transmitting clearly.

2. ROOM SETUP (AT THE MEETING POINT)

- ☐ **Log In & Account Access** — Sign in to TourGuideLite using your Google account on your mobile browser.
- ☐ **Create Tour Room** — Tap to create your tour room and allow browser microphone permissions when prompted.
- ☐ **Prepare QR Code** — Have your printed QR flyer or display screen ready for group arrival.

3. GUEST ONBOARDING & CONNECTION

- ☐ **Brief Your Guests** — Explain that **no app download** or registration is required — just scan and listen.
- ☐ **Headphones Connection** — Instruct guests to plug in their own earbuds or Bluetooth headphones.
- ☐ **Verify Live Listener Count** — Check your screen's real-time counter to confirm all attendees have joined.

4. DURING THE BROADCAST

- ☐ **Natural Speech** — Speak at your standard conversational pace — automatic noise reduction and echo cancellation are active.
- ☐ **Periodic Count Check** — Glance at the live counter during stops to make sure no guests have strayed or disconnected.

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