

Production Checklist

Do all the Start Up Checklist **immediately**, because if it's not tested it should be considered it broken. Also once it's done you can focus on spending time with the team instead of worrying about tasks.

Start Up Checklist.....

- **Lights**

- Turn on two light switches, "side & back" and make all the way dim.
- Turn on Lighting Computer
- Log into Grow Lights computer - password: *****
- Open - Vista, choose open "Grow Lights"
- Press Play Button on "Cue" Fader and make sure fader is up
- Make sure house lights switch is off (in back maintenance room)
- Make changes to colors and save (CMD + S)
- Check all lights are working *(or have Light Op do this)*

- **Projectors & TVs**

- Use remotes or Short cut on Light computer.

- **Media**

- Activate Media and Creative Computer (this may already be done but check anyways). If not on - password is: *****
- Launch ProPresenter

- **Video**

- Turn On Cameras 1 & 2 • Plug in BirdDog
- Turn On Gefen
- Activate Creative Computer first. password is: *****
- Launch ProPresenter & sync cloud for lower thirds
- Turn on Switcher Computer & TV (Do this if it's turned off). password is: *****
- Open "VMix Grow"
- Check for every signal (see if you can see a picture for every source) - (if not... click the gear box icon next to the source thumbnail, Click change in the upper right, and then find the same source and select, close out windows)
- Turn on Clearcoms & Test- (put on wireless and press red talk button on video clear com)
- Confirm all screens are working. (Projector & TVs)

Pre-Service Checklist.....

- **Sound**

- Communicate any special service needs to Sound Operator

- **Lights**

- Confirm lighting backgrounds match with Media Backgrounds

- **Media**

- Communicate any special service needs to Media Operator
- Cross check ProPresenter with Planning Center **before** Run Through
 - Check Songs *(may want to confirm set list with worship first)*
 - Check Teaching Notes in ProPresenter
(Formatting and content - for example scriptures match what's written)
 - Confirm Special items *(Videos, motion Backgrounds, Etc.)*
 - Confirm Name Slides for all speakers on stage

- **Video Director**
 - Communicate any special service needs to Video Director
- **Run Through**
 - Watch everything... If you feel anything needs work, speak up and make sure we do it again until it's right.
 - After Run Through - confirm scriptures are reviewed by Pastor and ready to transfer to lower thirds.

Service Checklist.....

- Confirm Video is recording and Streaming**
!! Be proactive !! Always think, "What's next?" Then clearly call out cues for all elements under your watch. (*Lighting transitions, making sure a mic is turned up if someone comes up*) **Example:** Say to Lighting Op. "Ready to go to black on lights, a video is coming up" **WE MAKE IT AS A TEAM AND WE MISS IT AS A TEAM**

Post-Service.....

- **Video**
 - Confirm Video Edit & Upload (may have to do it yourself if necessary)
Step by Step directions in video switcher desk
- **Follow Up with team members**
 - Positive Feed Back or Necessary Immediate coaching. Some members won't be back for 2-4 weeks give feedback while it's fresh.

Shutdown.....

~ Wait 15 minutes so people feel welcome in Auditorium

- Close Vmix
- Shut off Clear-com
- Shut off Gefen. (Blue button under name tape)
- Shut off Video TV. On side of TV
- Close all ProPresenter apps. Leave computers on.
- Shut down all TVs & Project (either remote or short cut on Light Computer)
- Go to maintenance room and turn on house lights, then on light computer click release button near top of screen, then then quit vista app/ save.