

Sunday Morning

My Responsibilities on Sunday Morning

- ☐ Turn on Lighting machine and lights
- ☐ Check internet connection from that machine (wired connection)
- ☐ Re-start ProPresenter machine
- ☐ Turn on projectors and matrix (switches together)
- ☐ Turn on amps then sound board and mic power strips
- ☐ Go upstairs to video booth
- ☐ Turn on Video Switcher and
- ☐ Load proper settings from USB to video switcher
- ☐ Plug in laptop
- ☐ Reset sound combiner
- ☐ Set up a live-stream on FB to go live at a specific time (using OBS, its own mini checklist)
- ☐ Head downstairs and switch building video distributor to Sunday Mode
- ☐ Turn on all 7 foyer TVs and ensure that they are displaying properly
- ☐ Take a break
- ☐ Greet People as they come in for 1st service
- ☐ During 1st song balance the mix in the foyer from iphone app (mix to TVs)
- ☐ Continue greeting people in the foyer
- ☐ During changeover between 1st and 2nd service head to video booth
- ☐ Run video switcher for live-stream during 2nd service
- ☐ Screen capture facebook results
- ☐ Go downstairs and continue greeting people
- ☐ After 3rd service add all numbers from services attendance, etc, to planning center.
- ☐ Go through and turn off all TVs
- ☐ Head upstairs and turn off video switcher
- ☐ Downstairs and turn off/close lighting computer and lights
- ☐ Turn off projectors and ProPresenter
- ☐ Turn off amps then soundboard and mics
- ☐ Turn off any lights
- ☐ Leave

