SUNDAY MORNING PROPRESENTER CHECKLIST

7:45 AM ARRIVAL

- Turn on audio console (if not already on)
- Turn on key switch in Sound Booth
- Turn on fountain (black remote) and bring down shades (red remote)
- Uncover Lighting and Sound Console
- Turn on Lighting Console/Turn up house light fader for rehearsal.
- Turn on Stage Display TV (remote and mirror in top drawer)
- Turn on booth iMac (Password: ResChurch1)
- Ensure all USB connections are secure on back of iMac
- make sure wifi is OFF
- Open ProPresenter
  - Check:
    - Calendar is set to start countdown at 9:58
    - Videos are correctly assigned foreground and set to stop
    - Check GTN timers (these operate differently between BG and FG)
    - All song arrangements are set to “full”
    - Check calendars are set to start the countdown at 9:58
    - Click-thru entire service: Check that all lights and screens operate as expected
    - Connect Tech Black to MIDI and test

8:00 REHEARSAL

- Start announcement loop, click welcome, and start countdown for team at 7:57
- Ensure all lights and midi cues happen correctly
- Click through manual slides. Skip nothing!

8:45 RUN-THROUGH

- Clear everything/click announcements, welcome, and countdown at 8:42 AM
- Do not skip anything
- Watch all lighting cues. If there is an issue, find a director

AFTER RUN-THROUGH

- Clear all lighting cues and haze
- All lighting faders down to 0
- Make any last minute changes to ProPresenter (light cues, macros, etc.) Remember that any changes to ProPresenter to need to be made on both computers
- Restart ProPresenter on both computers (any changes to the program can cause it to crash during the service)
- START ANNOUNCEMENTS AND WELCOME
- Countdown will auto-start at 9:58

SERVICE

- Turn off fountain during the countdown
- Call “All go” as stinger finishes
- Throw nameplates as VD calls them
- Run lyrics for songs without midi
- Run sermon slides with LT and LED View
- PROTIP: Watch pastor’s hands for slide changes. He views his slides on his device.

SHUTDOWN

- Open upper level blinds (black remote)
- 5 minutes after service concludes, clear all screens, turn on stadium lights.
- “Shutdown” on stream deck, and make sure all lights are off from lighting console
- Turn off lighting console
- Turn off stage display TV
- Close ProPresenter on booth computer
- Turn Key switch off