

# Video Streamer Checklist



## *During the Week*

- Go over the service notes for upcoming services
- Listen to planning center recordings to see where you need to focus

## *PreService*

- Turn on all cameras and stream computer (if not already on)
- Open Vmix and click "last"
- Check that the ATEM is on and the settings are correct
- Make sure you're getting sound in VMix and the headphones
- Bring up Chrome Browser and click on Youtube stream
- Change the Youtube title to reflect the current Sunday
- Attend 9am sound check to make final tweaks

## *During Services*

- Start stream as soon as the Countdown begins (5 minutes before service)
- Follow service plan but be prepared for spontaneity from the leadership
- Close-ups are permitted and even encouraged from time to time.
- When Speaker slides are presented zoom in for 7 seconds then back to the corner of the screen
- Start the "Ending Video" after Closing Song
- Stop Stream, thenm recording after the ending video

## *Between Services*

- For the 9:30am service start the recording when the countdown begins
- For the 10:50 service start the recording and stream when the countdown begins

## *Post Final Service*

- Close Vmix
- Turn off stream computer