

Presenter Tech *Checklist*

During the Week

- Prepare song in ProPresenter using planning center Online
- Display songs two lines per slide
- Import PowerPoint slides into ProPresenter unless they have animations
- Add Camera 1 input into the playlist after the welcome if there is a baptism
- Add Announcement Loop and Countdown Video to the playlist(s)

PreService

- Turn on Projectors (if not on)
- Restart ProPresenter
- Present slides for Sound Check (Sunday 7:20am and 9am)
- Begin Countdown Video 5 minutes before service time

During Services

- Present slide as on service plan, but be prepared for spontaneity from leadership
- Change slides on the next to last lyric, slightly earlier or later depending on song tempo
- Read words should be presented as they are read.
- Be prepared to advance slide if the speaker's clicker stops working

Between Services

- After 8am Servain be in place for the 9am Sound Check
- After 9:30am begin Announcement Loop immediately after service

Post Final Service

- Quit ProPresenter and Lightkey
- Lock Computer Screen
- Turn off Projectors and plug in mouse