

Tech Director *Checklist*



PreService

- Make sure alarm is off and front door is unlocked (7am)
- Turn on foyer and hallway light
- Use remote to turn on TV in the foyer
- Turn on Sanctuary lights
 - Double-click Lightkey on the computer desktop
 - In Lightkey turn on “house” and “Cross”, pick “service setting
- Turn on Sound System
 - Choose appropriate scene, and put main at -5
- Use remote to turn on Courtesy Monitor on wall behind congregation.
- Turn on streaming computer in video room (“LiveStream!”)
 - Double-click VMix on desktop, and click “Last” when it comes up”
 - Make sure all cameras, Presenter computer, and audio comes up on screen
 - Is sound coming through headphones? Is the joystick working for all cameras?
- Replace all batteries in microphones
- Put band ipads on their stands, and find the correct service and week.

Post Service

- Turn off all stage equipment
- Gather all ipads to put in charger
- Turn off courtesy Monitor
- Make sure Lighting, projectors and Sound are all off.