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 projecters and ProPresenter
- [ ] Turn off amps then soundboard and mics
- [ ] Turn off any lights
- [ ] Leave

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