

# Sunday Pre-Service Checklist

## Setup

- ☐ Make sure mics plugged in
- ☐ Plug guitar in
- ☐ Turn on wireless receiver
- ☐ Turn on Soundboard
- ☐ Aim Cameras
- ☐ Turn mics on (on mic)
- ☐ Plug Projector Cord in
  - ☐ Turn Projectors on
- ☐ Turn on & log into computer
- ☐ run Virtual Monitor.bat (answer Yes when asked about changes)
- ☐ run ProPresenter
  - ☐ Reassign Virtual Monitor
- ☐ IF RUNNING ZOOM
- ☐ Open ZoomRoom
  - ☐ Share Screen #4 with sound
  - ☐ Set sound to Line IN
- ☐ Open Doors & Windows