

ACOF Sunday AM Lead Checklist

Greet | Be Expectant | Set the Tone

BEFORE REHERSAL (Arrive by 7:15 am)

- ☐ Turn on Digital Light Controller
- ☐ Turn on computer monitors
- ☐ Restart All Computers (Media Mac; Lighting Mac)
- ☐ Launch Pro7 on Media Mac; Ensure Companion & ATEM, Vista for Lights
- ☐ Turn on Soundboard; Ensure "Start Here" was loaded on soundboard & Main LR faders at 0
- ☐ Turn on Speakers at Stream Deck (Ensure all speakers have sound; Main, Sub, Balcony)
- ☐ Check if ATEM needs restored (lower thirds media needs to be over video image)
- ☐ Check Camera Feed (Cam 1 Cam 2 Cam 4 Cam 5) (turn on Cam 1&4)
- ☐ Ensure Boxcaster has a green cloud and a green camera icon lit up on the device
- ☐ Turn on Confidence Monitor (Stage Display), 4 Sanctuary TV's, and 3 Coffee Shop TV's
- ☐ Turn on Mommy / Baby TV and check audio is coming through
- ☐ Welcome team as they arrive and hand them their Production Team Lanyard
- ☐ Ask team if there were any questions with PCO OOS

Initiate | Be Welcoming | You're a Sticking Point

DURING REHERSAL (Oversee and support team; as needed)

- ☐ Ensure sound check was done in a timely manner (gains, eq, lines)
- ☐ Check foyer sound during rehearsal, ensure proper level
- ☐ Ensure check on all videos on ProPresenter / confirm audio levels
- ☐ Ensure Bible media works correct on livestream (overlay is correct)
- ☐ Ensure WHN slide is displayed in foyer (and they have their remote for second Sunday of the month)
- ☐ Ensure Sound Check for All Communicators after Rally (Pastor; Welcomer; Other)
- ☐ Remind team about Rally in the coffee area at 8:50 am
- ☐ Remind team about meeting and prayer in Green Room at 9:15 am
- ☐ Be in the Production Row by 9:25 to ensure everything starts on time

Follow Through | Be Intentional | Jesus is our Focus

DURING SERVICE

- ☐ In Pro7, Ensure A_Worship is engaged (does band see lyrics on monitor?)
- ☐ Ensure sound crew to start sermon recording during announcements
- ☐ Oversee Service flow and give input; step into roles, as needed

Thank | Be Authentic | Make it Personal

AFTER SERVICE

- ☐ Thank team before they leave and collect their Production Team Lanyard
- ☐ Upload sermon to OneDrive Folder & Subsplash App on Chrome
- ☐ Return Flash Drive to Sound Board after upload
- ☐ Retrieve Pastors mic | Vocalist Pack | 4 Wireless Mics
- ☐ Turn off speakers (first) and Sound Board (second)
- ☐ Turn off all TV's (4 Sanctuary, confidence monitor, 3 coffee shop and mommy baby room)
- ☐ Ensure all iPads and MacBook are charging
- ☐ Ensure all batteries are charging
- ☐ Fill out Production Right/Wrong/Confusing Form (Link is on the Media Mac Desktop)
- ☐ Turn off computer monitors / Clean up booth (throw away trash)
- ☐ Send a picture of reverse side of this checklist to Lead Group (add checklist to binder)



ACOF Sunday AM Lead Checklist

Lead Name: _____

Date: _____

Task	Time Started	Time Finished
Sound Check		
Rehearsal Time		
Greenroom Time		

Were all boxes checked on page one?

☐ Yes

☐ No (Leave Details Below and Why)

Do you feel you had enough time today to do what was expected of you?

☐ Yes

☐ No (Leave Details Below and Why)

First Sunday of the Month Checklist

- ☐ Format Soundboard Flash drive
- ☐ Charge WHN Apple TV Remote
- ☐ Refresh batteries (button on the top right of battery charger)
- ☐ Swap out Pastor 9v battery with fresh one, throw the old one away

OUR MISSION

**To connect our communities to the person of Jesus
by creating an intentional and distraction free worship environment
that helps facilitate an encounter with the Holy Spirit**

