ECOF Sunday AM Lead Checklist

Greet | Be Expectant | Set the Tone

BEFORE REHERSAL (Arrive by 7:00 am)

- ❑ Open Remote Desktop on Remote mac; Restart Computers (Media Mac; Lighting Mac)
- ❑ Launch Pro7 on Media Mac; Ensure Companion & ATEM, Vista for Lights
- ❑ On Pro7, Display Background for setup to align projector
- ❑ Ensure on Confidence Monitor (Stage Display) and Projector are on
- ❑ Turn on Soundboard; Ensure "Start Here" was loaded on soundboard & Main LR faders at 0
- ❑ Ensure all speakers have sound (Main, Sub)
- ❑ Ensure Companion Satellite is connected with Companion
- ❑ 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
- ❑ Check on all videos on ProPresenter / confirm audio levels
- ❑ Ensure Sound Check for all communicators after Rally (Pastor; Welcomer; Other)
- ❑ Remind team about Rally in the lobby area at 8:40 am
- ❑ Remind team about meeting and prayer in Green Room right after rally
- ❑ Be in the Production Booth by 9:20 to ensure everything starts on time

Follow Through | Be Intentional | Jesus is our Focus

DURING SERVICE

- ❑ In Pro7, Ensure E_Worship is engaged (does band see lyrics on monitor?)
- ❑ Ensure that 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)
- ❑ Ensure all iPads and macbook are charging (and macbook has internet plugged in)
- ❑ Ensure all batteries are charging
- ❑ Fill out Production Right/Wrong/Confusing Form (Link is on the Remote Macbook Chrome)
- ❑ Send a picture of reverse side of this checklist to Lead Group (add checklist to binder)

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

ECOF 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)

_____

_____

_____

Each one reach one?

(If one production team member asked one person to join the team, we could double the team)

First Sunday of the Month Checklist

❑   Format Soundboard Flash drive
❑   Refresh batteries (button on the top right of battery charger)