

GCOF Sunday AM Lead Checklist

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

Greet | Be Expectant | Set the Tone

BEFORE REHERSAL (Arrive by 7:15 am for prayer with team)

- ☐ 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)
- ☐ Turn on 2 Confidence Monitor (Stage Display), Projector, Soundboard
- ☐ Welcome team as they arrive and hand them their Production Team Lanyard
- ☐ Ensure sound person follows through the "Pre-Sound Check Runthrough"
- ☐ 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 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 8:45 am
- ☐ Remind team about OOS meeting in Green Room at 9:00 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 G_Worship is engaged (does band see lyrics on monitor?)
- ☐ Ensure sound crew to start sermon recording during announcements
- ☐ Oversee Service flow and give input and 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 | 3 Wireless Mics
- ☐ Turn off speakers (first) and Sound Board (second)
- ☐ Turn off confidence monitor (2 Back TV), Projector
- ☐ Ensure all iPads and MacBook are charging
- ☐ Ensure all batteries are charging
- ☐ Turn off computer monitors
- ☐ 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)



GCOF 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
- ☐ Charge WHN Apple TV Remote
- ☐ Refresh batteries (button on the top right of battery charger)

