

LCOF 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 Both Confidence Monitor (Stage Display), Projector
- ☐ Turn on Speakers at Stream Deck (Ensure all speakers have sound; Main, Sub,)
- ☐ Turn on Soundboard; Ensure "Start Here" was loaded on soundboard & Main LR faders at 0
- ☐ 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 WHN slide is displayed in foyer (and they have their remote for second Sunday of the month)
- ☐ Remind team about Rally in the sanctuary area at 8:45 am
- ☐ Ensure Sound Check for all communicators after Rally (Pastor; Welcomer; Other)
- ☐ Remind team about meeting and prayer in Green Room at 9:00am
- ☐ Be in the Production Booth by 9:25 to ensure everything starts on time

Follow Through | Be Intentional | Jesus is our Focus

DURING SERVICE

- ☐ In Pro7, Ensure L_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)
- ☐ Turn off Confidence Monitor (stage display), Projector, 2
- ☐ Ensure all iPads 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)

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**



LCOF 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)

