

# RCOF Sunday AM Lead Checklist

## Greet | Be Expectant | Set the Tone

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

- ☐ Turn on houselights from the panel on the side of the Production Booth
- ☐ Turn on computer monitors
- ☐ Restart All Computers (Media Mac; Mac Mini for ATEM; PC for Vista/Lights)
- ☐ Launch: Pro7 on Media Mac/ Companion & ATEM on Mac Mini/Vista on PC-Load Sunday Cues
- ☐ Turn on Confidence Monitor (Stage Display), 3 Projector,
- ☐ 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, Fill)
- ☐ Make sure sound is muted in hallways during worship practice and doors to Foyer are closed
- ☐ Turn on TV in Foyer, Mommy Baby Room, Café, and Upper Room; Ensure livestream feed is on
- ☐ Ensure WHN slide is displayed in foyer (Stream Deck page 4 – use Apple TV remote if needed)
- ☐ Check if ATEM needs restored on Mac Mini (It runs the video Switcher)
- ☐ Turn on Cameras (Make sure cameras are focused and set up to be parallel with Center Screen)
- ☐ Unlock doors at the Family entrance for the Breakfast Crew (By 8 am)
- ☐ 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)
- ☐ Ensure check on all videos on ProPresenter / confirm audio levels
- ☐ With iPad, unmute foyer and ensure Spotify mix is at a good level
- ☐ Remind team about rally in the cafe area at 9:25 am
- ☐ Remind team about meeting and prayer in Upper Room at 9:45 am
- ☐ Take iPad to Rally to MUTE during Rally & Prayer then UNMUTE after Rally
- ☐ Ensure sound check for all communicators after rally (Pastor; Welcomer; Other)
- ☐ Be in the Production Booth by 9:55 to ensure everything starts on time
- ☐ Make sure WHN slide is changed to live service when 3-minute countdown starts
- ☐ Take iPad to foyer to ensure sound volume is correct for 3-minute countdown

## Follow Through | Be Intentional | Jesus is our Focus

### DURING SERVICE

- ☐ In Pro7, Ensure R\_Worship is engaged (does band see lyrics on monitor?)
- ☐ Use iPad to check sound in the foyer again when worship music begins
- ☐ Ensure sound crew to start sermon recording during announcements
- ☐ Check foyer sound when the message starts
- ☐ 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 | 3 Wireless Mics
- ☐ Turn off speakers (first) and Sound Board (second)
- ☐ Turn off all TV's (Confidence, Foyer, Mommy Baby Room, Café, and Upper Room) 3 Projectors,
- ☐ Turn off cameras, Ensure all iPads and MacBook are charging
- ☐ Ensure all batteries are charging
- ☐ Release Lights and exit out of Vista to send lights to wall switcher
- ☐ 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)



# RCOF 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)

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

☐ Yes

☐ No (Leave Details Below and Why)

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## 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)

### 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**

