

## OOS Run-Through

- The OOS Run-Through is to be ran by the Production Lead
- The goal is to create a distraction-free worship experience by ensuring everyone involved in the service is aligned and transitions are seamless.
- How by walking step by step through all of the elements and transitions in the order of service. Compare PCO to ProPresenter as well as any non documented elements that the campus pastor may bring.
- Ask thought provoking questions to ensure all the team understands the flow of service.

### Here is what the OOS looks like from a production standpoint

- Pre-Service
  - Pre-Service lighting look
  - *Lighting Tech, Media Tech, or Production Lead*
  - Pre-Service slides - With countdown to service start
  - *Media Tech*
  - Mix Pre-Service Spotify music
  - *Sound Tech*
- Three Minute Countdown
  - Three min countdown video with built in audio
  - *Automatically plays from ProPresenter*
  - Transition audio sources
  - *Sound Tech*
- Musical Worship
  - Worship lighting look
  - *Lighting Tech, Media Tech, or Production Lead*
  - A-G\_Worship slide triggered
  - Trigger all of the worship song lyrics
  - *Media tech*
  - Open and lead worship to congregation
  - *Worship Leader*
  - Mix and monitor the musical worship of the room as well as any speaking during. Have a hands on mix for the entirety of the musical worship experience. We want to have a seamless worship experience to create a space for our guests to encounter Jesus.
  - *Sound Tech*

- Worship close
  - Welcome home slide - When worship is being closed down in prayer
  - *Media Tech*
  - Pray down worship and introduce meet and greet
  - *Worship Leader, Campus Pastor, or Other Communicator*
  - Control and monitor speaking microphones and instruments volume
  - *Sound Tech*
- Meet And Greet
  - Meet and greet lighting look
  - *Lighting Tech, Media Tech, or Production Lead*
  - Meet and greet two min countdown with COF culture bumper - Played when queued by communicator
  - *Media Tech*
  - Transition audio sources
  - *Sound Tech*
- Announcements
  - Speaking lighting look
  - *Lighting Tech, Media Tech, or Production Lead*
  - Speaker communicates announcements as well as transitions the offering communicator - Unless they are sharing the offering message and in that case they would transition to the offering message
  - *Campus Pastor or Other Communicator*
  - Welcome home slide followed by any additional slides as described during OOS runthrough
  - *Media Tech*
  - Transition to announcements background audio track
  - Mix BG track as well as any communicator microphones
  - *Sound Tech*
- Offering
  - Ways to give, scripture, and other slides called for by the communicator on stage
  - *Media Tech*
  - Speaker communicates the offering message and transitions out of offering into either the sermon, video, or campus pastor
  - *Campus Pastor or Other Communicator*
  - Transition to offering background audio track
  - Mix BG track as well as any communicator microphones - Fade BG track out when decided by Campus Pastor or Communicator "This may be Before or during the sermon"
  - *Sound Tech*

- Video Element - If called for by OOS
  - Video lighting look
  - *Lighting Tech, Media Tech, or Production Lead*
  - Play video element - Cue is to be communicated during OOS Run-Through
  - *Media Tech*
  - Transition and mix audio
  - *Sound Tech*
- Sermon
  - Speaking lighting look - If there is a video before the sermon
  - *Lighting Tech, Media Tech, or Production Lead*
  - Run sermon media after pressing the L-G\_Sermon slide - Play any called for media by Campus Pastor or Guest Communicator
  - *Media Tech*
  - Mix communicator microphone, backing track, or any illustration audio - Play BG track as communicated by Campus Pastor or Guest Communicator in OOS Run-Through
  - *Sound Tech*
- Post-Service
  - Pre-Service lighting look - When communicator closes the service
  - *Lighting Tech, Media Tech, or Production Lead*
  - Pre-Service slides - Without countdown - When communicator closes the service
  - *Media Tech*
  - Transition any current audio to spotify - When communicator closes the service
  - *Sound Tech*