

Talk

BEFORE TALK

Herald	PRESENT
Speaker	PRESENT
Slides	ON PROJECTOR
Laptop Audio	CHECKED
Speaker Mic	ATTENDED & ADJUSTED & CHECKED
Herald Mic	HANDED OUT
Camera Angels	PRESENT
Video Mixer Angel	PRESENT
Audio Mixer Angel	PRESENT

TALK START

Projector	SLIDES
Herald Mic	UNMUTED
Speaker Mic	UNMUTED
Laptop Audio	UNMUTED AS NEEDED
Voctomix Blinder	LIVE
Mic Levels	ADJUST AS NEEDED
Composite Mode	AS NEEDED

TALK END

Voctomix Blinder	BREAK
Projector	INFOBEAMER
Herald Mic	MUTED
Speaker Mic	MUTED
Laptop Audio	MUTED
Mic Battery Levels	__ BARS REMAINING
change batteries on 1 bar	
Unused batteries	IN CHARGER
SD Cards	__ MIN REMAINING
inform VOC Office when less than 1 talk	