

## A/V Technician Stage Bootup

### ON ROOM ENTER

General lighting ..... ON  
Stage Lighting ..... ON  
PA ..... ON  
Projector ..... ON  
    correct input selected

### EACH CAMERA

Camera ..... ON  
Bubble Level on Tripod ..... CENTERED  
Monitor ..... ON  
SD Card A ..... INSERTED & FORMATTED  
SD Card B ..... INSERTED & FORMATTED  
Auto Focus ..... ON  
Iris ..... ADJUSTED AS NEEDED  
White Balance ..... ADJUSTED AS NEEDED  
    not too orange, not too blue  
Recording ..... STARTED  
Focus Peaking on Monitor ..... ON

### FRONT OF HOUSE

Audio Mixer ..... ON  
Mic Reciever ..... ON  
Encoder PC ..... ON  
Mixer Laptop ..... ON  
Voctogui ..... VISIBLE  
ATEM Switcher ..... VISIBLE  
Mixer SD Card ..... INSERTED  
Mixer SD Card ..... FORMATTED  
Recording ..... STARTED

### EACH MICROPHONE

Full Batteries ..... INSERTED  
Transmitters ..... ON  
Signal on Audio Mixer ..... PRESENT  
Signal in Recording ..... PRESENT  
Empty Batteries ..... IN CHARGER

### LECTERN

Lectern Module ..... POWERED  
Speaker Adapters ..... PRESENT  
Laptop HDMI Cable ..... PRESENT  
Laptop Audio Cable ..... PRESENT  
Slides from Laptop ..... OPERATIONAL  
    connect own laptop, select input on ATEM, observe  
    image on Projector  
Audio from Laptop ..... OPERATIONAL  
    connect own laptop, play music, listen on Audio mixer,  
    PA and recording

### SYNC CHECK

Camera ..... CLOSEUP LECTERN  
Microphone 1 ..... UNMUTED TO PA AND STREAM  
Voctomix Blinder ..... LIVE  
Clap ..... TEN TIMES  
    on camera, at lectern, into the livestream  
Audio/Video Sync ..... OBSERVE  
    listen to livestream, watch for sync of hands touching  
    and clap in audio  
Restart voctocore ..... AS NEEDED  
    systemctl restart voctomix2-voctocore  
Voctomix Blinder ..... BREAK

### BEFORE TALK

Herald ..... PRESENT  
Speaker ..... PRESENT  
Slides ..... ON PROJECTOR  
Laptop Audio ..... CHECKED  
Speaker Mic ... ATTENDED & ADJUSTED & CHECKED  
Herald Mic ..... HANDED OUT  
Angels ..... PRESENT

### TALK START

Projector ..... SET TO SLIDES  
Herald Mic ..... UNMUTED  
Speaker Mic ..... UNMUTED  
Voctomix Blinder ..... LIVE  
    Voctogui  
Composite Mode ..... AS NEEDED

**TALK END**

Voctomix Blinder ..... BREAK  
Projector ..... SET TO INFOBEAMER  
Herald Mic ..... MUTED  
Speaker Mic ..... 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