

BEFORE TALK

Herald PRESENT
 Speaker PRESENT
 Speaker Laptop CONNECTED TO HDMI
 Redshift & Truetone OFF
 Slides FULLSCREEN ON PROJECTOR
 Laptop Audio CHECKED
 Projector INFOBEAMER
 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