

# How-to: Check ProPresenter Files

## Introduction

A different ProPresenter file is created for each Sunday service by church staff. This file should include all the slides to be projected during the service. It is worth quickly checking the file before the service to make sure everything you need is there.

## How to

Check for all the following items, if anything is missing speak to the anchor or pastor-at-the-back (PATB):

- Welcome loop (there may be three copies of the welcome loop for before the service, during the break, and after the service).
- Welcome slide – single slide with the words “Welcome to King’s” (this slide will also usually be the first of the notices slides)
- Notices slides – check that the notices slides match the list of notices in the anchor sheet.
- Giving slides – this is a series of three slides showing the blue giving envelope which are usually used during the notices slot but exist as a separate set of slides.
- Preach slides – these will only be present if there is a live preach.
- Video preach – this should nearly always be there (even if there is due to be a live preach). It may not be there if there is a site preach. This may have its own entry on the playlist or be the last slide of the live preach slides.
- End-of-meeting slides – this is a group of one or two slides which usually includes the “would you like prayer” slide.
- Any other videos – these will be highlighted in red on the anchor sheet, check that they are present, they may be stand-alone items or form part of other groups; often there is a video as part of the notices group of slides, or as part of the preach group of slides.