

How-to: Tidy the Projection Desk

At the end of the service please tidy the projection desk the only things left on the desk should be:

- The iMac, mouse and keyboard
- A pad of paper and pen for children's workers to leave messages for the projectionist
- The instructions for uploading the sermon audio

All remote controls should be returned to the cupboard down and to the right of the desk. The anchor sheet should be placed in one of the recycling bins. The projectionist folder should be returned to the Lee site box in the office off the foyer – please make sure that any USB storage devices are returned to the envelope in this folder.