

NOTES



# HOPWELL



## Team Checklists

Last Updated: 2023-08-19



Sunday

Morning

- ☐ If applicable, start recording of Adult Sunday School lesson
- ☐ Turn off lobby sound to avoid practice being disruptive
- ☐ Open the vMix saved preset
- ☐ Set light colors for stage
- ☐ Check sound quality during warm up

After Warmup

- ☐ Turn on lobby sound
- ☐ Cover screen with “Display Full” on Roland device
- ☐ Turn on TV’s in cafe and lobby, ensure the feed is good
- ☐ Ensure that mics are pulled down
- ☐ Set camera for start

After Sunday School

- ☐ Stop recording on Tascam
- ☐ Transfer recording to PC
- ☐ Place in Auto Convert folder and name appropriately

## Worship Start (critical two minutes)

- ☐ Start stream 30-15 seconds before timer ends
- ☐ Start recording of audio (recordpad)
- ☐ Start recording of video vMix
- ☐ Pull down house lights to 5.5 when worship service starts
- ☐ Check for any streaming issues and resolve as needed

## During Worship

- ☐ Use the camera controls to follow the service adjusting the camera as needed
- ☐ See the camera best practices page for tips
- ☐ Periodically check the sound quality and stream pages

## Announcements

- ☐ bring the lights up to about 7 during the transition from worship to announcements
- ☐ Stop and restart the **audio** recording **only**

## Sermon Start

- ☐ Stop and restart the **audio** recording **only**
- ☐ Work the camera and lights as needed throughout the sermon

## Sermon End

- ☐ Bring the lights up to full
- ☐ End the stream about 30 seconds after the actual sermon to allow the buffer to catch up
- ☐ Stop the audio, video stream and recording when the service ends
- ☐ Post Service processing....