

Talk Checklist

BEFORE TALK

Herald PRESENT

Speaker PRESENT

Speaker Laptop CONNECTED TO HDMI

Redshift & Truetone OFF

Turn off at Speaker's Laptop

Slides FULLSCREEN ON PROJECTOR

Laptop Audio CHECKED

Projector INFOBEAMER

Speaker Mic HANDED OUT

Attend to Speaker

Adjust Positioning

Check Audio Quality and levels

Herald Mic HANDED OUT

Camera Angels PRESENT

Video Mixer Angel PRESENT

Audio Mixer Angel PRESENT

Recording on Camera STARTED

Recording on Audio Mixer STARTED

Talk Checklist

TALK START

Projector SLIDES
Herald & 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 & Speaker Mic MUTED
Laptop Audio MUTED
Mic Battery Levels . . _ BARS REMAINING
 Change batteries on 1 bar.
Unused batteries IN CHARGER
SD Cards in Camera . . _ MIN REMAINING
SD Cards in Audio Mixer _ MIN REMAINING
 Inform VOC Office when less than 1 talk.