

ON ROOM ENTER

General lighting ON
 Stage Lighting ON
 PA ON
 Projector ON
 | correct input selected

EACH CAMERA

Camera ON
 Bubble Level on Tripod CENTERED
 Monitor ON
 SD Card A INSERTED & FORMATTED
 SD Card B INSERTED & FORMATTED
 Size: 128GB
 Quick Format is enough
 Auto Focus ON
 Iris ADJUSTED AS NEEDED
 White Balance ADJUSTED AS NEEDED
 | not too orange, not too blue
 Recording STARTED
 Focus Peaking on Monitor ON

FRONT OF HOUSE

Audio Mixer ON
 Mic Reciever ON
 Encoder PC ON
 Mixer Laptop ON
 Voctogui VISIBLE
 ATEM Switcher VISIBLE
 Press Win+Ctrl+Shift+R to fix layout if needed
 Mixer SD Card INSERTED & FORMATTED
 Size: 32GB
 Multitrack Recording STARTED
 Headphones PLUGGED INTO MIXER

EACH MICROPHONE

Full Batteries INSERTED
 Transmitters ON
 Signal on Audio Mixer PRESENT
 Signal in Recording PRESENT
 Empty Batteries IN CHARGER

LECTERN

Lectern Module POWERED
 Speaker Adapters PRESENT
 Laptop HDMI Cable PRESENT
 Laptop Audio Cable PRESENT
 Slides from Laptop OPERATIONAL
 | Connect own laptop
 | Select input on ATEM
 | Observe image on Projector
 Audio from Laptop OPERATIONAL
 | Connect own laptop
 | Play music
 | Listen on Audio mixer, PA and recording
 Selected Input INFOBEAMER

SYNC CHECK

Camera CLOSEUP LECTERN
 Mic 1 UNMUTED TO PA AND STREAM
 Voctomix Blinder LIVE
 Clap TEN TIMES
 | Grab Mic
 | Step in front of camera
 e.g. at lectern
 Audio/Video Sync OBSERVE
 | Listen to livestream
 | Observe sync of hands and audio
 Restart voctocore AS NEEDED
 | systemctl restart voctomix2-voctocore
 Voctomix Blinder BREAK