

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 Mic	UNMUTED
Speaker Mic	UNMUTED
Laptop Audio	UNMUTED AS NEEDED
Voctomix Blinder	LIVE
Mic Levels	ADJUST AS NEEDED
Composite Mode	AS NEEDED

Talk Checklist

TALK END

Voctomix Blinder BREAK

Projector INFOBEAMER

Herald Mic MUTED

Speaker Mic MUTED

Laptop Audio MUTED

Mic Battery Levels . . _ BARS REMAINING

Change batteries on 1 bar.

Unused batteries IN CHARGER

SD Cards _ MIN REMAINING

Inform VOC Office when less than 1 talk.