

# 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 in Camera . . \_ MIN REMAINING

SD Cards in Audio Mixer \_ MIN REMAINING

Inform VOC Office when less than 1 talk.