

Talk Checklist

BEFORE TALK

Herald PRESENT
Speaker PRESENT
Speaker Laptop CONNECTED TO HDMI
Redshift & Truetone OFF
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.