

## 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  
 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 Receiver ..... ON  
 Encoder PC ..... ON  
 Mixer Laptop ..... ON  
 Voctogui ..... VISIBLE  
 ATEM Switcher ..... VISIBLE  
 Mixer SD Card ..... INSERTED  
 Mixer SD Card ..... FORMATTED  
 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