

# 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 . . . . . ATTENDED & ADJUSTED & CHECKED  
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 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 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