# CHAMPION FOREST MEDIATECH

# SERVICE CHECKLIST - FLWC
## *Lyrics & Clips*

**SERVICE DATE:** _____

**CREW:** _____

## Pre-Rehearsal

- ☐ Mac 1: Verify playlist for current day is present & selected
- ☐ Mac 2: Verify playlist for current day is present & selected
- ☐ Mac 1: Verify all songs are full screen with looping background
- ☐ Mac 1: Verify "Midweek Worship" Logo is in correct positions per Service Flow
- ☐ Mac 1: Test "Parent Message"
- ☐ Mac 2: Activate "Screen Announcements"
- ☐ Mac 1 & 2: Save all changes

## Rehearsal

- ☐ Mac 1: Verify accuracy of lyrics
- ☐ Mac 1: Verify order of songs
- ☐ Mac 1: Save all changes
- ☐ Mac 1: Activate "Midweek Worship" logo so it is "LIVE"

## Pre-Service

- ☐ Mac 1: Select first song in playlist, but do not activate first slide
- ☐ Mac 2: Review Sermon Notes & Slides
- ☐ Mac 2: Verify all Name Keys are correct and present via Service Flow

## Post-Service

- ☐ Mac 1 & 2: "Clear All"
- ☐ Mac 1 & 2: Save all changes
- ☐ Mac 1 & 2: Close ProPresenter
- ☐ Mac 1 & 2: Shutdown

_____
CREW SIGNATURE