



# SERVICE CHECKLIST - CHAPEL

*Teleprompt*

**DATE:** \_\_\_\_\_  
**CREW:** \_\_\_\_\_

## **Pre-Service (8:15am Service)**

- Select correct Teleprompt File for Service (8:15 vs 11)
- Set Teleprompt file to "Web" view (if needed)
- Enlarge Teleprompt file to "236%"
- Minimize upper toolbar
- Verify mouse is working and can scroll Teleprompt file
- Make any necessary changes via the Producer/Production Meeting
- Save Teleprompt file
- Reset Teleprompt to top of file/start of service

## **Post-Service (8:15am Service)**

- Save Teleprompt file
- Close Teleprompt File

## **Pre-Service (11:00am Service)**

- Make sure Teleprompt Screen is on correct input
- Select correct Teleprompt File for Service (8:15 vs 11)
- Set Teleprompt file to "Web" view (if needed)
- Enlarge Teleprompt file to "236%"
- Minimize upper toolbar
- Verify mouse is working and can scroll Teleprompt file
- Make any necessary changes via the Producer/Production Meeting
- Save Teleprompt file
- Reset Teleprompt to top of file/start of service

## **Post-Service (11:00am Service)**

- Save Teleprompt file
- Close Word
- Close Teleprompt File
- Shutdown Computer