

SERVICE DATE: _____
CREW: _____

Pre-Service

- Confirm monitor on right is showing input in "Preview"
- Confirm DVD Recorders is loaded and ready
- Confirm capture computer is showing video feed in capture window
- Make sure "ChampionForestLive" is selected as the stream "channel"
(not "ChampionForest")
- Confirm streaming computer is ready for stream
- Adjust audio level for record/stream (if needed)

At 2 minutes until service:

- Start DVD Record
- Start Computer Capture
- Start Live Stream

Post-Service

- Stop Live Stream and shutdown software
- Stop computer capture
- Stop DVD record
- Finalize DVDs

Shutdown Computers:

- Live Stream
- Computer Capture

- Shut down DVD recorder
- Disconnect capture hard drive (ONLY if computer has been shutdown first)
- Place DVDs and Hard Drive in grey Hard drive case

CREW SIGNATURE