



SERVICE CHECKLIST - FLWC

Teleprompt

SERVICE DATE: _____

CREW: _____

Pre-Rehearsal

- Power up Teleprompt computer
- Load Teleprompt file from "Services" Drive
- Set Teleprompt file to "Web" view (if needed)
- Enlarge Teleprompt file to "330%"
- Verify mouse is working and can scroll Teleprompt file
- Perform a communications check via ClearCom with Producer & Lyrics Crew

Rehearsal

- Communicate any lyric changes to the Lyrics crew member in Control Room
- Save Teleprompt file

Pre-Service

- Open timer application
- Reset timer to zero
- Switch to Teleprompt application so Teleprompt file is topmost
- Reset Teleprompt to top of file/start of service

Service

- When message begins, switch to timer software and start timer
- Enlarge Timer to full screen
- When message ends, close timer and switch to Teleprompt Software

Post-Service

- Save Teleprompt file
- Power-down Teleprompt computer

CREW SIGNATURE