

SERVICE CHECKLIST - WC

Assistant Director

DATE: _____

CREW: _____

Pre-Rehearsal

- Attend morning Production Meeting
- Review service flow for all services
 - Update changes on Flow script
 - Update changes on Planning Center
 - Review any special requirements
- Check that Crew is present
- Lights & Spots
 - Teleprompt
 - Stage Manager

Rehearsal

- Verify Teleprompt screen is selected by Control Room
- Perform communications check via ClearCom:
- Spots & Lights
 - Teleprompt
 - Stage Manager
 - Control Room
- Monitor rehearsal for any changes to flow:
 - Difficult segues
 - Backline equipment changes
 - Worship Song order/selections
 - Double-check lyrics on IMAG and Center screens for accuracy
 - Monitor all video playback from Control Room and relay any issues
 - Update changes in flow & Planning Center

Pre-Service

- Verify Teleprompt screen is selected by Control Room
- Check all crew is in place at five minutes until service
- Communicate any Military guests to Stage Manager, Director and Pastor

- Perform communications check via ClearCom:
- Spots & Lights
 - Teleprompt
 - Stage Manager
 - Control Room

Service

- Control "Planning Center Live" and advance service flow
- Warn Control Room prior to all videos or special cues
- Verify Teleprompt output has been triggered following service message

- Confirm number of baptisms (if needed) and communicate to:
- Control Room
 - Stage Manager
 - Audio
 - Teleprompt