

SERVICE CHECKLIST - WC

ENGLISH Clips

DATE: _____
CREW: _____

Pre-Rehearsal

- Verify Content matches needs per the flow:
 - Name Keys
 - Backgrounds
 - Bump
 - The Latest
 - Specialty Media
- Test parent page ("Messages")
- Select "Listen" on "Prod" & "B" channel

Rehearsal

- Coordinate with Lighting Designer on any Background cue changes called during service
- Save ProPresenter File at end of rehearsal

Pre-Service

- Switch to English playlist
- Review Sermon Notes & Scripture

Service

- Countdown all videos in 30 second increments, followed by final 10 second countdown

Post-Service

- Switch to Spanish playlist



SERVICE CHECKLIST - WC

SPANISH - Clips

DATE: _____
CREW: _____

Pre-Rehearsal

- Verify Content matches needs per the flow:
 - Name Keys
 - Backgrounds
 - Bump
 - The Latest
 - Specialty Media

Rehearsal

- Coordinate with Lighting Designer on any Background cue changes called during service
- Save ProPresenter File at end of rehearsal

Pre-Service

- Switch to Spanish playlist
- Review Sermon Notes & Scripture

Service

- Countdown all videos in 30 second increments, followed by final 10 second countdown

Post-Service

- Save ProPresenter File
- Quit ProPresenter