

## SERVICE CHECKLIST - WC

*Spanish Worship Producer*

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

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

### Pre-Rehearsal

- Lead morning Production Meeting
- Review service flow for all services
  - Update changes on Flow script
  - Update changes on Planning Center
  - Review any special requirements
- Obtain lighting cues from Lighting Designer
- Verify baptisms (if any)
- Check that Crew is present
- Lights & Spots
  - Teleprompt
  - Stage Manager

### Rehearsal

- Verify Teleprompt screen is selected by Control Room
  - Coordinate any "props" with Stage Manager
- 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 Countdown clock is reset for correct service time
- Verify Teleprompt screen is selected by Control Room
- Check all crew is in place at five minutes until service
- Verify all crew have completed Pink, Blue & Green service checklists.
- 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
- Verify Teleprompt output has been triggered following service message

Confirm number of baptisms (if needed) and communicate to:

- Control Room
- Stage Manager
- Audio
- Teleprompt