CHAMPION FOREST MEDIATECH

SERVICE CHECKLIST - WC
Teleprompt

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 "170%"
☐ Verify mouse is working and can scroll Teleprompt file
☐ Perform a communications check via ClearCom with Producer & Lyrics Crew
☐ Make any necessary changes via the Producer/Production Meeting
☐ Save Teleprompt file

Rehearsal

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

Post-Service

☐ Save Teleprompt file
☐ Close Widget