

TRAINING GUIDE

Teleprompt: SPECIALIST

I. Terminology

- A. Verse
- B. Chorus
- C. Bars

II. Microsoft Word Functions

- A. Bold
- B. Underline
- C. Font Color
- D. Resizing Screen
- E. "Web View"
- F. Copy & Paste
- G. Shortcuts/Bookmarks
- H. Saving Files
- I. Mouse Wheel Scrolling

III. Standard Practices

- A. Font Colors for Solos/Assignments
- B. Titles/Headings

IV. Teleprompt Operations

- A. Purpose
- B. Speed
- C. Changes during song
- D. Making changes during service (distraction)
- E. Notes to presenter for last-minute changes/additions
- F. Coordinating with Lyrics Operator

V. ClearCom

- A. Talk Button
- B. Listen Volume
- C. Intercom Etiquette

VI. Production

- A. Checklists
- B. Dress Code
- C. Call Times
- D. What to do when late