

CHURCH START-UP LIST

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Add the date at the top of the column, and **PLEASE** do all tasks in the **ORDER PRESENTED**

Date				
01 - Arrive at the church 1 hour before the service time				
02 - Turn off the Alarm				
03 - Turn on the A/C or the Heater in the Sanctuary and Fellowship Hall				
04 - Turn on the Computer				
<ul style="list-style-type: none"> log in (152020) 				
<ul style="list-style-type: none"> Open the church website (www.FaithandLoveCOGIC.com) 				
<ul style="list-style-type: none"> Drag the screen with the website to the top monitor. 				
05 - Turn on the Soundboard , speakers, then mics				
<ul style="list-style-type: none"> Turn on the soundboard 				
<ul style="list-style-type: none"> Turn on the mic receivers 				
<ul style="list-style-type: none"> Put batteries in the Pastor's lapel mic 				
<ul style="list-style-type: none"> Put batteries in the yellow and red hand mics 				
<ul style="list-style-type: none"> Turn on both speakers 				
<ul style="list-style-type: none"> Turn on and test the mics, 				
<ul style="list-style-type: none"> Turn them off and put them in their places 				
06 - Uncover and turn on TVs				
<ul style="list-style-type: none"> Uncover and turn on TVs 				
<ul style="list-style-type: none"> Fold covers and place them on the table under the TV by the pastor's office 				
07 - Uncover and turn on the Cameras				
<ul style="list-style-type: none"> Take the covers off all cameras 				
<ul style="list-style-type: none"> Press and hold the button on the back of each camera until it beeps to turn them on 				
<ul style="list-style-type: none"> Place the covers on the table under the TV by the pastor's office 				
08 - Connect all the cameras to the Mevo				
<ul style="list-style-type: none"> Open Mevo Multi-Cam app on a Tablet or phone 				
<ul style="list-style-type: none"> Connect all cameras through Mevo Multi-Camera 				
<ul style="list-style-type: none"> Make sure all camera shots are set 				

09 - Check the Floor for any bugs or trash				
10 – Check the Bathrooms				
<ul style="list-style-type: none"> Check the men's room to make sure the toilets are flushed and the trash is emptied 				
<ul style="list-style-type: none"> Check the women's room to make sure the toilets are flushed and the trash is emptied 				
<ul style="list-style-type: none"> Make sure bathrooms have toilet tissue, hand soap, and paper towels 				
11 - Make sure the water machine has water and cups				
12 - Uncover and turn on the TV and computer in the Fellowship Hall .				
<ul style="list-style-type: none"> Uncover the TV, fold the covers, and place them on the shelf 				
<ul style="list-style-type: none"> Put the camera on the top of the TV 				
<ul style="list-style-type: none"> Turn on the TV 				
<ul style="list-style-type: none"> Turn on the computer (Code is 1520) 				
13 – Turn on and put a Microphone on each table				
SCORE OUT OF 32 TASKS				