

Script with Remote Helper: Previously Recorded Video

BEFORE PRACTICE – AROUND 10:25 AM

If the two black speakers aren't already on, turn them on.

If the MacBook is already on, turn it off for a fresh start.

Turn on the MacBook and log in. The password is Buddhadharma

Test the Umzed's lapel mic. Clip the mic to your lapel and ask another volunteer to stand near the back row of chairs to gauge the sound quality. Make adjustments to the mixer settings as needed.

Launch Zoom. From the "Meetings" tab, click just once on "Updated Heart of the Dharma Online Sunday Meeting". Click on "Start". When prompted, join the meeting with computer audio.

Zoom will automatically start recording. STOP the recording. (No recording is necessary when using pre-recorded meditation guidance and dharma talks.)

Unmute audio. Keep it unmuted for the entire meeting.

Start video.

Our remote helper will join the meeting as HOD Umzed at around 10:30 am. Admit them from the waiting room and make them Host by right-clicking on the HOD Umzed video thumbnail and selecting "Make Host". You may need to select "Gallery" from the "View" menu in order to see their video thumbnail.

HOD Umzed will make you Co-Host.

HOD Umzed will request camera control. Click on Approve.

AT 11 AM

The remote helper will ask you to start your video at 11 am. Start your video.

Turn on lapel mic.

Ring bell 3 times.

Read welcome greeting.

WELCOME GREETING

Good morning, everyone, and welcome to our Sunday practice here at Heart of the Dharma!

Our teacher, Dana, is in retreat and won't be joining us today.

We will begin our practice this morning with a 20-minute guided meditation that Dana recorded for us. And then we will watch a recorded Dharma talk that Dana delivered to the sangha last year. We will go ahead and get started now with meditation.

Turn off lapel mic.

AFTER MEDIATION

After 20 minutes, the recorded meditation will end with Dana saying, "Thank you everyone".

Wait until you see yourself on the computer screen.

Turn on lapel mic.

We will take a 10-minute break. For those of you at the Center, please feel free to visit in the kitchen area and enjoy some tea if you'd like, or stay here in the main room to meditate. We will also start a few breakout rooms in Zoom for anyone who would like to visit during break.

Thank you. :)

Turn off lapel mic.

AFTER BREAK

After a 10-minute break, ring the bell once to signal the end of break for those at the Center.

Send a message via Zoom Chat to the remote volunteer (HOD Umzed) to let them know that it's time to end break.

After everyone has returned to their seats at the Center and breakout rooms have closed, ring the bell three times.

Turn on lapel mic.

INTRODUCTION TO TALK

For those of you who joined us during meditation, Dana is not here today, so we'll be watching a recorded talk in just a moment.

Turn off lapel mic.

AFTER TALK

The recorded talk will end with the Dedication, and then Dana will say, "Thank you everyone".

Wait until you see yourself on the computer screen.

Turn on lapel mic.

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