

<u>First In Checklist</u>	<input checked="" type="checkbox"/>
Turn on all facility lights as needed for event	<input type="checkbox"/>
Confirm HVAC schedule / temp is appropriate for event. Make changes as needed.	<input type="checkbox"/>
Confirm access control schedule is correct OR	<input type="checkbox"/>
Unlock all necessary exterior doors	<input type="checkbox"/>
Prep hospitality areas (green room, etc) for arriving team(s)	<input type="checkbox"/>
Confirm 'Restroom Readiness' (paper products, trash emptied, fixture cleanliness)	<input type="checkbox"/>
Re-stock hospitality items (water, coffee, tea, etc.) as needed	<input type="checkbox"/>
Note any issues and report to Campus Pastor / Facilities Team as needed	<input type="checkbox"/>
<u>Last Out Checklist</u>	<input checked="" type="checkbox"/>
Confirm HVAC schedule / temp is appropriate for departure. Cancel 'holds' as needed.	<input type="checkbox"/>
Confirm access control schedule is correct to activate locks OR	<input type="checkbox"/>
Lock all necessary exterior doors	<input type="checkbox"/>
Clean up hospitality areas (empty trash, etc.) as needed	<input type="checkbox"/>
Note any issues and report to Campus Pastor / Facilities Team as needed	<input type="checkbox"/>
Turn off all facility lights	<input type="checkbox"/>

Pre-Check (30 Min Prior to Soundcheck)	<input checked="" type="checkbox"/>
'First In / Last Out' Checklist (HVAC, Lights, Doors Unlocked, etc.)	<input type="checkbox"/>
'Check-in' with Production Team members / Campus Pastor	<input type="checkbox"/>
Check campus media email address for last minute changes / additions	<input type="checkbox"/>
Confirm all visual elements are present for Pro7	<input type="checkbox"/>
Confirm PCO Order of service is accurate with Campus Pastor / Worship Leader (edit & re-print for all parties if necessary)	<input type="checkbox"/>
Confirm stream / BMHD / video sources are functioning with Camera/Video Team	<input type="checkbox"/>
Review PCO order of service and note all necessary transition cues	<input type="checkbox"/>
Lead Pre-Check Huddle / Prayer Time with Media Team	<input type="checkbox"/>
Soundcheck / Rehearsal Checklist	<input checked="" type="checkbox"/>
Watch rehearsal & take notes on transitions, cues, etc.	<input type="checkbox"/>
Assist any team members with troubleshooting / last minute changes as needed	<input type="checkbox"/>
Confirm stream cues & BMHD playback cues are correct	<input type="checkbox"/>
If recording / streaming: confirm start/stop cues & events schedule in Resi Control Panel	<input type="checkbox"/>
Provide coaching & feedback to all production team members as needed in prep for service	<input type="checkbox"/>
Pre-Service Checklist (15 Min Before Service)	<input checked="" type="checkbox"/>
Lead the Pre-Service Review of all edits / changes to PCO order of service with team(s) / Campus Pastor / Worship Leader	<input type="checkbox"/>
Prep record / stream decks (as needed) for start of service	<input type="checkbox"/>
Use restroom :)	<input type="checkbox"/>
Alert Production Team, Band, Worship Leader & Campus Pastor at '2 minutes' til start of service	<input type="checkbox"/>

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Change-over Checklist (if multiple services)	<input checked="" type="checkbox"/>
Review PCO order of service & note any missed cues or changes for next service	<input type="checkbox"/>
Communicate service order discrepancies / changes to/with Campus Pastor	<input type="checkbox"/>
Debrief service with rest of Media Team & make necessary adjustments	<input type="checkbox"/>
Use restroom :)	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Post-Service Checklist	<input checked="" type="checkbox"/>
Stop all recording / streaming devices	<input type="checkbox"/>
If recorded: Move/download all video content for editing	<input type="checkbox"/>
If recorded: Edit & render video sermon	<input type="checkbox"/>
Review / Recap service with Producer / Campus Pastor / Worship Leader for any issues	<input type="checkbox"/>
	<input type="checkbox"/>
If recorded: Upload video sermon to web	<input type="checkbox"/>
Clean-up FOH / work area (throw away trash, etc.)	<input type="checkbox"/>
'Check-out' with Campus Pastor	<input type="checkbox"/>
'First In / Last Out' Checklist completed (HVAC, lights, doors, etc.)	<input type="checkbox"/>

Pre-Check (30 Min Prior to Soundcheck)	<input checked="" type="checkbox"/>
'Check-in' with Production Team Leader / Producer / Campus Pastor	<input type="checkbox"/>
Power up console & BOH rack	<input type="checkbox"/>
Check all wireless microphones & batteries	<input type="checkbox"/>
Check all video / playback sources with video team	<input type="checkbox"/>
Confirm audio to all record buses & distribution chain	<input type="checkbox"/>
Confirm stage setup / layout for musicians	<input type="checkbox"/>
Confirm stage / input patching	<input type="checkbox"/>
Review PCO order of service and note all mic cues	<input type="checkbox"/>
Participate in Pre-Check Huddle / Prayer	<input type="checkbox"/>
Soundcheck / Rehearsal Checklist	<input checked="" type="checkbox"/>
Line check all instruments / stage inputs - troubleshoot as needed	<input type="checkbox"/>
Confirm proper gain staging for all inputs	<input type="checkbox"/>
Adjust IEM / monitor mixes for musicians	<input type="checkbox"/>
Confirm all audio is routing properly (FOH, BOH, matrices, distros, etc.)	<input type="checkbox"/>
Confirm / check mix for all distribution channels (video / audio recording, etc.)	<input type="checkbox"/>
Work on building FOH mix	<input type="checkbox"/>
Make mic / instrument cue notes on PCO order of service document	<input type="checkbox"/>
Pre-Service Checklist (15 Min Before Service)	<input checked="" type="checkbox"/>
Mute all stage inputs	<input type="checkbox"/>
Assist Teaching Pastor & Host with putting on & positioning headset mic / acquiring handheld mic (as needed)	<input type="checkbox"/>
Confirm audio routing changes for service (house, distribution, etc.)	<input type="checkbox"/>
Begin pre-service Spotify playlist in house	<input type="checkbox"/>
Review PCO order of service with Producer, Campus Pastor & Worship Leader	<input type="checkbox"/>
Confirm reset of faders / mix positions prior to start of service	<input type="checkbox"/>
Use restroom :)	<input type="checkbox"/>

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Change-over Checklist (if multiple services)	<input checked="" type="checkbox"/>
Reset faders / distribution / playlists for next service	<input type="checkbox"/>
Review PCO order of service & note any missed cues or changes for next service	<input type="checkbox"/>
Communicate service order discrepancies / changes to/with Producer / Campus Pastor	<input type="checkbox"/>
Debrief service with rest of Media Team & make necessary adjustments	<input type="checkbox"/>
Use restroom :)	<input type="checkbox"/>
Post-Service Checklist	<input checked="" type="checkbox"/>
Mute all stage inputs / start post-service Spotify playlist	<input type="checkbox"/>
Save any audio recordings (sermon, multi-tracks, etc.)	<input type="checkbox"/>
Edit sermon audio & post to S3 (as needed)	<input type="checkbox"/>
Save any channel presets / recalls, show file, etc. needed for future use	<input type="checkbox"/>
Power down BOH rack & audio console	<input type="checkbox"/>
Review / Recap service with Producer / Campus Pastor / Worship Leader for any issues	<input type="checkbox"/>
Clean-up FOH (throw away trash, etc.)	<input type="checkbox"/>
'Check-out' with Production Team Leader / Producer / Campus Pastor	<input type="checkbox"/>

Pre-Check (30 Min Prior to Soundcheck)	<input checked="" type="checkbox"/>
'Check-in' with Production Team Leader / Producer / Campus Pastor	<input type="checkbox"/>
Power up myDMX 3.0 machine & other necessary equipment (OptoBranch, remote dimmers, etc.)	<input type="checkbox"/>
Confirm PCO Order of service is accurate with Producer / Worship Leader / Campus Pastor	<input type="checkbox"/>
Review PCO order of service and note all Lighting cues	<input type="checkbox"/>
Check physical connections to all accessible equipment (power & data)	<input type="checkbox"/>
Create / confirm all necessary cues are prepped and functioning properly	<input type="checkbox"/>
Participate in Pre-Check Huddle / Prayer	<input type="checkbox"/>
Soundcheck / Rehearsal Checklist	<input checked="" type="checkbox"/>
Rehearse all lighting cues / transitions while band rehearses	<input type="checkbox"/>
Make necessary cue adjustments (fixture intensities, fade times, etc.) as needed	<input type="checkbox"/>
Confirm PCO order of service accuracy and note all transitional elements	<input type="checkbox"/>
Assist video/camera team / volunteers with any needs for quality capture/stream	<input type="checkbox"/>
Pre-Service Checklist (15 Min Before Service)	<input checked="" type="checkbox"/>
Reset to Pre-service cue	<input type="checkbox"/>
Confirm/Review all lighting cues with Producer & Video/Camera Team	<input type="checkbox"/>
Review PCO Order of Service with Producer, Campus Pastor & Worship Leader	<input type="checkbox"/>
Use restroom :)	<input type="checkbox"/>

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Change-over Checklist (if multiple services)	<input checked="" type="checkbox"/>
Reset to Pre-service cue (15 min before next service)	<input type="checkbox"/>
Review PCO order of service & note any missed cues or changes for next service	<input type="checkbox"/>
Communicate service order discrepancies / changes to/with Producer / Campus Pastor	<input type="checkbox"/>
Debrief service with rest of Media Team & make necessary adjustments	<input type="checkbox"/>
Use restroom :)	<input type="checkbox"/>
Post-Service Checklist	<input checked="" type="checkbox"/>
Post-service Cue engaged (10 minutes)	<input type="checkbox"/>
Review / Recap service with Producer / Campus Pastor / Worship Leader for any issues	<input type="checkbox"/>
Clean-up FOH (throw away trash, etc.)	<input type="checkbox"/>
Power-down myDMX 3.0 machine & all other lighting equipment	<input type="checkbox"/>
Transition control to house panel(s)	<input type="checkbox"/>
Confirm lighting control panels are active	<input type="checkbox"/>
'Check-out' with Production Team Leader / Producer / Campus Pastor	<input type="checkbox"/>

<u>Pre-Check (30 Min Prior to Soundcheck)</u>	<input checked="" type="checkbox"/>	<u>Change-over Checklist (if multiple services)</u>	<input checked="" type="checkbox"/>
'Check-in' with Production Team Leader / Producer / Campus Pastor	<input type="checkbox"/>	Reset cameras / switcher to pre-service setup (15 min before	<input type="checkbox"/>
Power-up all cameras, switchers & local displays / monitors	<input type="checkbox"/>	Review PCO order of service & note any missed cues or changes for next service	<input type="checkbox"/>
Check physical connections of all devices	<input type="checkbox"/>	Communicate service order discrepancies / changes to/with Producer / Campus Pastor	<input type="checkbox"/>
Confirm video matrix routing is correct (salvos, etc.)	<input type="checkbox"/>	Debrief service with rest of Media Team & make necessary adjustments	<input type="checkbox"/>
Check batteries for all remote devices (replace as needed)	<input type="checkbox"/>	Use restroom :)	<input type="checkbox"/>
Confirm stream / BMHD / video sources are functioning; begin stream cache & stream cues	<input type="checkbox"/>		
If recording, check/format all recording devices / drives	<input type="checkbox"/>		
Review PCO order of service and note all necessary camera / switcher cues	<input type="checkbox"/>		
Participate in Pre-Check Huddle / Prayer	<input type="checkbox"/>		
<u>Soundcheck / Rehearsal Checklist</u>	<input checked="" type="checkbox"/>	<u>Post-Service Checklist</u>	<input checked="" type="checkbox"/>
White balance cameras	<input type="checkbox"/>	Power down all cameras	<input type="checkbox"/>
Confirm adequate lighting is available - correct as needed (in conjunction with Lighting Team)	<input type="checkbox"/>	Power down all local displays / monitors	<input type="checkbox"/>
Rehearse camera positioning / framing / following etc.	<input type="checkbox"/>	Review / Recap service with Producer / Campus Pastor / Worship Leader for any issues	<input type="checkbox"/>
Plan all necessary shots (think creatively about opportunities for unique camera shots/angles, etc.)	<input type="checkbox"/>	Clean-up FOH / work area (throw away trash, etc.)	<input type="checkbox"/>
Document all planned shots & cuts/transitions for Producer	<input type="checkbox"/>	Power down all lobby displays (10 minutes post-service) [in conjunction with Lyrics Team]	<input type="checkbox"/>
Confirm that lower-third graphics/lyrics/verses are accurate and eye-pleasing - make adjustments as needed in conjunction with Pro7 operator	<input type="checkbox"/>	'Check-out' with Production Team Leader / Producer / Campus Pastor	<input type="checkbox"/>
<u>Pre-Service Checklist (15 Min Before Service)</u>	<input checked="" type="checkbox"/>		
Confirm/Review all video/camera cues with Producer, Lyrics, Lighting & Audio Teams	<input type="checkbox"/>		
Review PCO Order of Service with Producer, Campus Pastor & Worship Leader	<input type="checkbox"/>		
Use restroom :)	<input type="checkbox"/>		

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