

CG and Pro Checklist

- Before Rehearsal
 - Wake Up Pro and CG Computers
 - Turn on your Monitors (2)
 - Open iChat on both computers
 - Attempt to contact both Waumba Land and UpStreet Representative
 - Start Pro and prepare content.
 - Make sure Worship slides are set to:
 - Font = Optima
 - Size = 60
 - Transition = Fade
 - Justified = Center
 - Lower third
 - Make sure Special Song slides are set to:
 - Font =
 - Size =
 - Transition = Fade
 - Justified = Center
 - Lower third
 - Make sure Transition slides are set to:
 - Font = Georgia
 - Size = 60
 - Transition = Fade
 - Justified = Center
 - Lower third
 - Check Content
 - Verify that all songs are loaded and arranged correctly
 - Check Spelling and continuity
 - Start CG and prepare content
 - Quips Content
 - Verify all slides are up to date and relevant
 - Check content for grammar and spelling
 - Supers and logos
 - Make sure current worship leader is updated
 - Make sure current Announcer is updated
 - If there is a live speaker Make sure current speaker is updated
- During Rehearsal
 - Pay attention to director and Producer
 - Make sure to be on cue throughout the run-through
 - show and practice lyrics during songs.
 - Take notes and edit if necessary
- Just Before The service
 - Run Quips
 - Verify to Producer you are ready and on coms.
- During Service
 - Follow cue sheet
 - Receive iChat messages about children and display them
 - Always stay on Com.
- After First Service
 - Check with worship leader or producer on how it went
- After Last Service
 - Check with director and producer for any suggestions on service.
 - Close all programs on CG machine
 - Close all programs on Pro Presenter machine
 - Power off computer monitors.
 - Power off video monitors.
 - Clean up around CG area
 - Throw away trash, water bottles and old tech sheets
 - Put chair neatly under desk
 - Thank You!