

Playback Checklist

- ❑ Before Rehearsal
 - Wake Up PVP and PVS Computers
 - Turn on VTR 1
 - Turn on Monitors at Taping and Playback (4)
 - Start PVP and prepare content.
 - Make sure master settings are set to following:
 - Speed = 1x
 - Color =
 - In Auto Mode
 - Set how the clip will end (stop, next, loop)
 - Trans Time = 1.8 sec
 - Check Content
 - Jump Backs
 - Verify all songs and familiarize yourself with content
 - Make sure all loops are in loop mode
 - Label loops according to song sections
 - Videos
 - Verify all content is labeled like on tech sheet and has good "thumbnails"
 - Make sure it is in "stop" mode for Baptism Videos
 - Make sure it is in "stop" mode for live title packages
 - Make sure it is in "next" mode for pre-service videos and last one in "stop" mode
 - Transitions
 - Make sure it is in "loop" mode for Transitions
 - Start PVS and prepare content
 - Make sure Advanced mode has these settings
 - Left Side
 - Apple Fire wire NTSC
 - Right Side
 - Black Magic HD 720p, 59.94 Hz, 8 bit
 - Return to Simple mode
 - Get SD file for left
 - Get HD file for right
 - Save Setup
 - Check Playback and Sync
 - Verify Sync with producer
 - Write down Sync offset time on Tech Sheet
 - Resave setup
 - Be sure to return content to beginning after test and first service
- ❑ During Rehearsal
 - Pay attention to director and Producer
 - Make sure to be on cue throughout the run-through
 - Play and practice jump backs during songs.
 - Take notes and edit if necessary
 - Take note of requested count-downs and write them on your tech sheet
- ❑ Just Before The service
 - Verify to Producer you are ready and on coms.
 - RESET VIDEO BACK TO THE BEGINNING
 - Start Record tape 3 minutes before start of pre-service videos.
- ❑ During Service
 - Follow cue sheet
- ❑ After First Service
 - Return PVS back to beginning
 - Rewind tape and put in the next tape
 - Make sure each tape is labeled appropriately
- ❑ After Last Service
 - Check with director and producer for any suggestions on service.
 - Rewind tape and eject it
 - Leave both tapes out on counter
 - Turn off VTR 1
 - Close all programs on PVS Machine
 - Close all programs on PVP Machine
 - Power off computer monitors.
 - Power off video monitors.
 - Clean up around Playback area
 - Throw away trash, water bottles and old tech sheets
 - Put chair neatly under desk
 - Thank You!