**Live Streaming Check List**

(Updated 10.02.20)

**Before Service:**

* **Wake up Recording iMac**
  + - Login with password: \_\_\_\_\_\_\_\_\_\_\_\_\_
* **Make sure the Media Express recording software is open and it is on the “Log and Capture” TAB. You should see the video and have green audio indicators (something has to be coming out of the sound system in order to get audio)**
  + - If you don’t see the stage, unplug the black thunderbolt cable from the Ultra Studio mini recorder and plug it back in to reset the signal
* **Double check the recording preferences under the Media Express menu**
  + - Click on the Media Express window
    - Click on [Media Express] menu (top left) and go to {Preferences} option (or press Command + Comma)
    - Verify or set the capture location by browsing to the hard drive labeled 8TB-1, then double click on the folder name of the sermon series (if it’s a new series you will have to make a new folder and name it the series title. Once you are inside the correct folder, press the OK or SET button
    - VERY IMPORTANT...you must set the video recording format to “Apple Pro Res 422LT” (otherwise the video will be uncompressed and the Mac will not be able to keep up and stop recording.
* **Turn on or wake up Live Streaming MacBook**
  + - Login with password: \_\_\_\_\_\_\_\_\_\_\_\_\_
* **Make sure Elgato Stream Deck is on and the buttons are lit up**
  + - **Stream Deck controls camera 4 and has shortcuts to Planning Center Live**
  + If the Stream Deck is not on, plug the USB cable into the MacBook (or unplug and replug)
  + Two apps need to be open in order for the Stream Deck to work
    - Companion App (open it and click hide)
    - Stream Deck app (open it)
    - Make sure both app icons are in the tool bar at the top right
* **Open & Configure Propresenter**
  + Open Pro7 from the dock
  + Check the screen configuration - Screens - Configure Screens - make sure output is set correctly
  + Check audio settings - System Preferences - Sound - Output should be set to USB
  + Start Propresenter Welcome Loop - make sure it shows on Input 8 of Multiview TV
  + Make sure the videos play correctly (Countdown, Sermon Bumper, Etc.)
* **Turn On Boxcast and Check Settings**
  + Plug in the power to the Boxcast box - make sure there is a white power indicator
  + Go to [boxcast.com](http://boxcast.com) and login: user: \_\_\_\_\_\_\_\_\_\_\_ pass: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Go to Todays date and double check the settings on Boxcast
    - 8:55-10:15am
    - Boxcast is the encoder
    - Sending to Facebook Page, YouTube Live and Periscope Live
  + Once Boxcast goes live, you will see a Green Light in the Middle of the Boxcast
  + Click View Details to monitor the stream and make sure you have a Green Light on each platform

**Planning Center Live Controls:**

* + Use the Elgato Stream Deck to advance Planning Center Live as needed
  + If the buttons don’t advance Planning Center Live, open up the Companion App and adjust the settings

**During Service:**

* You will record the service separate from the Live Stream Broadcast with the Recording iMac when countdown starts

Press “Capture” on the Media Express software (note: pressing the capture button a second time will stop the capture

If / When asked whether to keep or delete duplicate untitled file, select to keep file ..... DO NOT DELETE DUPLICATE FILE

Make sure the video is being recorded

You will see a red arrow advancing to the right

Use the Camera presets and controls in Elgato Stream Deck to control camera as needed

Coordinate with Screen Operator to play videos are proper time

Advance Planning Center Live (using the Stream Deck) for each service element

**After 9:00 Service:**

* As soon as the service dismisses, go to the ending video and/or goodbye loop - wait for one minute and then Stop The Broadcast on Boxcast
* Stop the recording (on the iMac by pressing the “Capture” button again (the red arrows will stop moving when the capturing is off)
* Make sure Planning Center Live is on the last timing cue
* Download the Boxcast Recording of the 9:00am service (to be re-streamed at 11:15am)
* Put the 9:00am recording into Propresenter and make sure it plays correctly
* Unplug the HDMI cable from the Computer
* Unplug the other HDMI cable from the BlackMagic converter and plug it directly into the Computer
* Make sure Propresenter video output is correct (Screens - Configure Screens)
* Make sure Propresenter audio output is set to HDMI (System Preferences - Sound - Audio Output - HDMI)
* Record the 11:15am service with the Recording iMac
* Repeat the above camera steps for 11:15 service....remember not to delete duplicate “untitled” file in Media Express iMac when recording the 11:15am service

**After 11:15 Service:**

* As soon as the 11:15am video is over, go to the closing loop - wait for one minutes and then Stop The Broadcast in Boxcast.
* Stop the recording on the Recording iMac by pressing the “Capture” button again (the red arrows will stop moving when the capturing is off
* Make sure Planning Center live is on the last timing cue
* Update and leave notes directly on this checklist if you have a suggestion
* Leave checklist by laptop for it to be collected