**Bethany Church Technical Director Checklist**

(Updated 10.2020)

**Pre-rehearsal Duties:** Complete by 7:20am - Start rehearsal at 7:30am

**Downstairs**

* Wake up and setup Bethany Lights computer
  + Login password is: \_\_\_\_\_\_\_\_\_\_\_
  + Turn on Vista S1 lighting controller (a few seconds before opening Vista software)
  + Open Vista lighting software (grey and red “V” icon in the dock)
    - (Wait for Vista to have control of the lights before moving on to another task)
  + When loading is complete Vista will open a tall dark rectangular window asking you to open a show or create a new show “Bethany Lights” should be in the top portion of this window as the last show
  + Clicking on the top option will load the show “Bethany Lights” and will also open any Cue Lists that were open when the App was closed.
  + If there are no Cue Lists open - open the Cue List with today’s date.
  + Once the Cue List is open, press the red play button on the Vista controller to start the cue list
    - You will see the cue advance to the first cue (Setup)
  + If the sanctuary lights were on before you opened Vista, they will over ride any house lights settings from the App. Be sure to tun off the house lights from the panel behind the door to enable you to control the house lights with Vista.
* Unlock and prop open the side door for the musicians
* Turn on hazer behind drum set (hazer needs 7-8 minutes to heat up)
* Turn on AC/Heating units for Sanctuary & Greenroom - using the Honeywell App
  + (6) - Total (5) in Sanctuary, (1) in Greenroom
  + Make sure Fan is set to ON and the Mode is set to Cool
  + Starting temp settings of 69 or 70 degrees (monitor throughout services)
* Grab water to distribute when you go through greenroom
  + (2) waters for Randy’s put on front pew “stage right” opposite the Floor TV)
  + (7) waters for band
  + (4-6) waters for praise team
  + (3) for Joshua (room temp)
  + (4 or 5) waters volunteers in both control booths
  + Restock refrigerator with whatever water you take out
* Unlock the side office door for Randy
* Turn on TV’s (5)
  + Stage Display TV on back wall (Grey Remote)
  + Stage Display TV on floor in front of pew with iPad. (Use the font panel on bottom right)
  + Randy’s Preaching TV - on stage (Black Panasonic Remote)
  + (2) Side TV’s for side wings (Vizio remote)
* Turn on Cameras
  + Cameras 1, 2 and 3 - turn on the Camera AND the View Monitor
  + Make sure the surge protector next to drum cage is on (powers the Drums and Keys Cameras)
* Distribute the Orders of Service, Lyric sheets & iPads to appropriate stations
  + Audio(Order of Service, Sound iPad & Worship iPad 5)
  + Lighting (Order of Service & Lyrics)
  + Set up front pew stage display with Worship iPad 1
    - Launch ProPresenter Display App
    - When the app loads, you will have a Log in to the Bethany Screens computer
    - Password: 1
  + Click Tracks to the Drums (Worship iPad 3)
  + Screens (Order of Service only)
  + Live Streaming (Order of Service, Live Streaming checklist & Worship iPad 2)

**Upstairs**

* Turn on the cross light (wall switch next to Multiview TV)
* Wake up & set up Bethany Screens iMac
* Login password is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Open ProPresenter7 software from the dock
* Link or update Planning Center Online timers in ProPresenter
  + Cmd+4
  + Choose PCO playlist for current date & service time
* Add or edit stage Action on the first slide of every playlist document
  + Choose music stage Action for all songs
  + Choose sermon stage Action for everything else
* Double check lyric fonts, sizing, spelling and drop shadows for all song slides
* Right click on each video and click Inspector - make sure of the following:
  + Set to “stop” not “loop”
  + Set to “stretch to fill
* Check each video for the following”
  + Each video plays entirely
  + Audio meters in ProPresenter have good level
  + Check & set audio level with FOH console
* Turn on Switcher and Configure Screens
  + Power on Crossover Solo Switcher (it takes about a minute to boot up)
  + Turn on the Multi-view TV
  + Send input 7 to Aux 1 & 2 (Press Aux 1 then Input 7, Press Aux 2 then Input 7)
  + Make sure you have video signal on all 8 inputs
  + Assign Key 1 to input 9 (Press Key1 then Shift + Input 1/9)
  + Make sure you have lower third lyrics on Key 1 Transition
    - Must have Propresenter set up correctly and sending lyrics
    - Must press the Key1 Transition Button on far right of console.
* Setup & distribute headsets for communication (2 upstairs & 6 downstairs)
  + Screens
  + FOH Audio
  + Lighting
  + Technical Director
  + Video Director
  + Camera Operators 1, 2 & 3
* Double check back TV is working and display is correct with current countdown
* Tape 8:40 rehearsal signs to sanctuary entrance doors

**During Rehearsal**

* Provide feedback to worship leader
* Verify the screens are color coordinated with lighting cues
* Direct or train volunteer to correct any color or lyric issues in ProPresenter
* Direct or train volunteer to correct any lighting cue issues
* Inform worship leader at 8:25am of the time so rehearsal can end at 8:30am
* Make sure the side door is shut sometime during rehearsal

**After Rehearsal**

* Check sermon bumper and any other videos for proper playback and audio level
* Walk through announcement segment with service host
* Check stage for unnecessary equipment or trash
* Make sure all closet doors are shut & lights are out
* Check with Joshua for any changes or to see if he needs anything
* Check with volunteers to see if they need anything
* Open the doors at 8:40am & remove signs from the doors
* Remind Live Stream Volunteer to advance to the announcements timer on Services Live

☞☞**Before Starting Countdown**

* Remind All volunteers not to start early, even if Pianists starts filling the dead space with keyboard sounds....Don’t Start until countdown reaches zero
* Remind audio volunteer to fade **AND MUTE** walk-in music / video countdown at 0:00 on countdown
* Remind screens volunteer to keep the goodbye slide up after Joshua dismisses the congregation. They do not need the lyrics up after the dismissal, they DO need lyrics for the response song before the dismissal.
* Remind Live Stream volunteer to start capturing service on iMac when countdown starts and check that Boxcast Live is ready to stream properly.

**After 9:00 service**

* Ask volunteers if they have questions or issues from the previous service
* Distribute another round of waters for everyone
* Tape signs on doors for 11:15 rehearsal
* Update Planning Center Online by moving forward to 11:15 announcement at the proper time
* Ask Joshua if he wants any changes made
* Clean up stage
* **Help audio volunteer set stage for 11:15**
* Strike any other unused instrumentalists stations
* Move TV and Table back to default position

**Before 11:15am service**

* Provide feedback to worship leader
* Inform worship leader at 10:50am of time and open doors at 11:00am
* Check stage for unnecessary equipment or trash
* Make sure all closet doors are shut & lights are out
* Check with Joshua to see if he needs anything
* Remind Live Stream Volunteer to advance the Services Live timer to announcements at the proper time

**After 11:15 Service**

* Turn off TV’s
  + (2) side wing TV’s
  + Back wall stage display TV
  + Front pew stage display TV
  + Randy’s Preaching TV on stage
* Turn off Hazer
* Move Pastor Randy’s table, chair & TV back to edge of stage left
* Collect iPads & return them to office charging station
  + Place them in order
  + Manually put them to sleep but don’t shut down (they will not automatically sleep)
* Put headsets away and put batteries on charger
* Turn off projectors (2)
* Quit ProPresenter and sleep Bethany Screens iMac
* Verify the video recording was stopped (no red arrows) & sleep Recording iMac and Live Stream laptop
* Clean up tech booth updates
  + Throw away any left papers
  + Throw away any opened bottles of water
  + Push chairs back in
* Gather Live Stream & Audio checklist to give to Joshua
* **Help audio volunteer put stage back to default....**
* Make sure Sound Booth is clean
  + Throw away any papers
  + Throw away any opened bottles of water
  + Push chairs under counter
* Check to make sure AC/HEAT units are turned off & fans set to Auto - through App
* Activate house lights with panel by the door
* Release light control with Vista
  + The far icon in the big middle cluster of icons at the top of the screen
  + Quit Vista lighting software
  + Turn off The Vista S1 controller
  + Sleep Bethany Lights iMac.
* Turn in all checklists to Joshua
  + Audio checklist
  + FaceBook Live checklist
  + AVL checklist