



Olson Farms Production

CG - C

Revised 09.30.2020

Before Service

- Turn monitor ON
- Test stage TV
 - Turn TV ON
 - ↳ Power toggle on power strip attached to the back of the TV
- Clean TV
 - Cleaning supplies located in production suite
- Test confidence monitor switching between CG-A and CG-C
 - Coordinate this with the Video Director / Switcher
- Set timers
 - End of Service Timer (9:25am / 10:55am / 12:25pm)
 - Elapsed Timer (Starts with message bumper, stops after "Put your hands together...")
- Verify message notes have been loaded in ProPresenter (Pastor Adam)
 - Ensure that they are in the proper format
 - Add a START elapsed timer cue to the graphic slide
 - Add a CUT transition to the slide after the graphic
 - Add DISSOLVE transition to the blank after the last message note (for altar call)
 - Add a STOP elapsed timer cue to the slide before confidence monitor notes
- Attend Group Huddle (7:45am)
- Attend Team Huddle (8:00am)
- Check in and print name tag

Message Times

8:30AM - _____

10:00AM - _____

11:30AM - _____

After Services

- Clean up area
- Turn monitor OFF
- Turn TV OFF
 - Power toggle on power strip attached to the back of the TV
- Complete checklist (leave any updates/notes on back) and give to producer

Name: _____

Date: _____



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Additional Notes: