



Olson Farms Production

ProPresenter

Revised 09.16.2020

Before Service

- Verify that this week's files have been loaded in to CG-A & CG-B (Compare with Planning Center)
 - Refer to Production Guide to load files if needed
- Make sure that CG-A and CG-B are in correct arrangements
- Set Videos media properties to "Stop"
- Prepare Clocks on CG-A
 - End of Service Timer (9:25am / 5:25pm)
 - Elapsed Timer (Starts at the beginning of the ministry moment with nameslate and stops at Meet & Greet. Starts again with the message bumper and stops after "Put your hands together...")
- Check system alert volumes on CG-A and CG-B
 - Select system preferences → Sounds
 - ↳ Internal alert volume should be set to 0
- Check all videos with FOH engineer
- Update confidence monitor notes on CG-A
 - Check with Aaron for notes
- Attend Go Team Huddle (7:45am / 3:45pm)
- Attend Production Team Huddle (8:00am / 4:00pm)
- Check in and print name tag

Message Times

8:30AM - _____

10:00AM - _____

11:30AM - _____

Between Services (AM only)

- Reset Clocks on CG-A (10:55am / 12:25pm)
- Make any other needed changes found during previous service(s)

After Service

- Clear clocks
- Clean up trash and straighten up area
- Complete checklist (leave any updates/notes on back of checklist) and give to producer

Name: _____

Date: _____



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Additional Notes: