



Olson Farms Production

Video Director / Switcher

Revised 08.27.20

Before Service

- Turn on Multiview TVs and QC monitor
- Unlock Switcher and fire Macro 1
- Press Setup Button on router panel (Home>Salvo>Setup)
- Swap confidence to CG-A Conf on router panel (Press: A CONF / CONF and A CONF / DSM buttons)
- Test confidence from CG-C (Press: C CONF / CONF and C CONF / DSM buttons)
- Turn on cameras from RCPs (Make sure PANEL ACTIVE button at the bottom right is on)
- Check Camera Comm
- Test all inputs that will be used in service
- Test Keys 1-4 on ME1 & ME2
 - Key 1 = Bus CG-A (Lyrics)
 - Key 2 = Bus CG-B (Videos and Graphics)
 - Key 3 = Bus CG-C (Teaching TV and Notes)
 - Key 4 = Lum CG-D (Child Numbers / Utility)
- Test FLEX Keys 1-4
 - FLX 1&2 = CG-A; Key Linked and assigned to Aux 3&4
 - FLX 3 is not used
 - FLX 4 = SS4 ("Live From Olson Farms" graphic); Assigned to Aux 6
- Ensure campuses and online are getting the correct feeds
 - Aux 1&2 (IMAG) = ME2 PGM
 - Aux 3&4 (Center) = PVP 3&4
 - Aux 5 (Stream/LAO1-1) = ME2 Out2
 - Aux 6 (LAO1-2) = Cam 1 if single lead song 3, ME2 Out3 if dual lead
- Test all macros that will be used in service
- Put SSDs in records 1-7 and format as exFAT
- Restart Vidui in rack room and insert a microSD card to record the 8:30 service
- Run rehearsal and practice all transitions with camera ops
- Record 20 minutes prior to each service on SSD
- Double check that the stream is receiving the correct video when it goes live (live.itownchurch.com)



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Weekend Service

- Confirm with Producer or Propresenter op that all record decks are rolling 15 minutes prior to service
- Take PreRoll from CG-B before doors are open to the auditorium
- Go air on CG-A over PreRoll for 15 minute countdown
- 5 minute countdown will fire from PVP
- Start off service with an establishing shot on Cam 2 or 3
- Use 4 throughout worship to show the room
- Give campuses time to transition on LAO by holding on a Cam 2 WS before and after song 3 for 4 seconds
- If the third song has a single lead, send Cam 1 to Aux 6. If the third song has two leads, send ME2 Out3 to Aux 6
- During meet and greet prepare a wide shot (WS) on Cam 4
- If meet and greet is in the middle of ministry moment, use a WS on Cam 2 or 4 for relief
- If meet and greet is at the end of ministry moment and before videos, use SS1 (Logo) for the transition
- Going into the message:
 - Hold on the title card at the end of the bumper, the producer will cue the transition
 - Dissolve to a Cam 4 WS panning from left to right, establishing the room
 - Cut to a slow push in from a WS on Cam 2
 - Cut to the close up of the Pastor on stage
 - Bring Key 2 on air for a name plate from CG-B, then take it out after animation has ended
 - Cut to a medium or TV shot on Cam 2
 - If the Pastor is not using a TV, bring Key 3 on air for notes from CG-C
- During the message:
 - Cut back and forth between Cam 1 & 2
 - Use Cam 3 or 6 and a bail shot if the Pastor leaves frame on Cam 1 & 2, or if the sermon illustration requires it
- End of service:
 - Take Cam 1 for alter call and closing announcements
 - If there is a commitment song, use a WS on Cam 2 for the transition (Key 1 and FLX 1&2)
 - Key 3 off air if it was being used for notes
 - Bring Key 2 on air for closing announcement lower thirds
 - Exit slide will be fired from SS2



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Weekend Service (cont'd)

- End deck records 5 minutes after the end of service
- Keep Exit Slide from SS2 up until the house is clear, then dissolve to PreRoll for next service

After Services

- *After the auditorium is empty and the producer has confirmed that lobby TVs have been swapped back to signage*
- Turn off cameras from RCPs (Make sure PANEL ACTIVE button at the bottom right is on)
- Press Black Button on router panel (Home>Salvo>Setup)
- Lock Switcher (Hold down lock button, top right of board in the control section)
- Turn off Multiview TVs and QC monitor

Addition Notes: