

# ACOF Sunday AM Lead Checklist

Greet | Be Expectant | Set the Tone

## BEFORE REHERSAL (Arrive by 6:30 am)

### LIGHTS MAC

- Restart Lights Mac
- Launch QLab, Vista, and Companion on Lights Mac
- Load "QLab\_Arcanum\_20260601" in QLab
- Load "Vista\_Arcanum\_20260601" in Vista
- Turn on Lights via Stream Deck page 1

### MEDIA MAC

- Restart Media Mac
- Launch ProPresenter, Spotify, and ATEM Control on Media Mac
- Restore "ATEM\_Arcanum\_20260601" in ATEM Controller
- Ensure preview in ProPresenter is set to "Stage Screen 1"
- Ensure all lyric transitions are set to "Cut" (it breaks lyrics in livestream if set to other)

### SOUND

- Turn on Soundboard, load "Start Here" and set Main LR to "0"
- Turn on Speakers via Stream Deck page 1
- Turn on Overflow Speakers (Using power buttons on speakers)
- Prepare mics for all vocalists (Reference Planning Center)
- Load Vocalist presets (If applicable)
- Load Speaker presets (If applicable)

### SCREENS

- Ensure "Service Scene" is selected on Stream Deck page 1
- Turn on Stage Display TV and ensure it is receiving Stage Display content
- Turn on 4x Sanctuary TV's and ensure they are ProPresenter content
- Turn on 3x Coffee Shop TV's and test with Stream Deck page 2 (Worship should display Camera, PreService should display ProPresenter)
- Turn on Overflow TV and Mother's Room TV's and test with Stream Deck page 2 ((Worship should display Camera, PreService should display ProPresenter)

### RACK

- Ensure Red Scarlet Box is powered on (Green USB icon) in the rack
- Ensure Boxcaster is powered and connected (Green Cloud Icon and Green Camera Icon) in the rack

### WELCOME TEAM

- Welcome team as they arrive and hand them their Production Team Lanyard
- Ask team if they have any questions with Planning Center or Order of Service

Initiate | Be Welcoming | You're a Sticking Point

## DURING REHERSAL (Oversee and support team; as needed)

- Set "Worship" scene on Stream Deck page 2
- Ensure sound check is done in a timely manner (gains, eq, lines)
- Ensure proper sound levels in Sanctuary
- Ensure proper sound levels in Coffee Shop
- Ensure "What's Happening Now" is displayed on the WHN TV (Playlister App)
- Ensure lyrics overlay shows up for livestream monitor
- Sound check all Speakers (Pastor, Announcement, Speaker, etc.)
- Remind team of Worship & Production Rally immediately following rehearsal
- Remind team to be in the booth by 8:25 am

## BEFORE SERVICE

- Attend Worship & Production Rally and ensure team is there
- Ensure DSK is enabled on stream deck page 97 at livestream monitor
- Test Bible media to confirm the overlay shows up for livestream on livestream monitor
- Test any videos for the week and check audio levels
- Confirm videos are set to stop and hold last frame at the end of video
- Ensure "PreService Video 1st" is playing on ProPresenter
- Set "PreService" scene on Stream Deck page 2



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Follow Through | Be Intentional | Jesus is our Focus

## DURING SERVICE (Confirm Stage Display status in ProPresenter Preview)

### 1st Service

- If mic is being shared between speaker and vocalist ensure correct channel is muted
- "A\_Worship" is engaged for worship
- Confirm volume level
- "A\_Announcements" is engaged for announcements
- Oversee ProPresenter during announcements to ensure correct slides are displayed at appropriate times
- "A\_Worship" is re-engaged for return to worship
- "A\_Sermon 1st" is engaged for the sermon
- Ensure sermon is being recorded
- Set PreService on Stream Deck page 2
- Display "A\_WHN 1st" on all screens for roughly 5 minutes following service
- Stop sermon recording
- Display "PreService Video 2nd" on all screens

### 2nd Service

- If mic is being shared between speaker and vocalist ensure correct channel is muted
- "A\_Worship" is engaged for worship
- Confirm volume level
- "A\_Announcements" is engaged for announcements
- Oversee ProPresenter during announcements to ensure correct slides are displayed at appropriate times
- "A\_Worship" is re-engaged for return to worship
- "A\_Sermon 2nd" is engaged for the sermon
- Ensure sermon is being recorded
- Set PreService on Stream Deck page 2
- Display "A\_WHN 2nd" on all screens for roughly 5 minutes following service
- Stop sermon recording
- Display "PreService Video 3rd" on all screens

### 3rd Service

- If mic is being shared between speaker and vocalist ensure correct channel is muted
- "A\_Worship" is engaged for worship
- Confirm volume level
- "A\_Announcements" is engaged for announcements
- Oversee ProPresenter during announcements to ensure correct slides are displayed at appropriate times
- "A\_Worship" is re-engaged for return to worship
- "A\_Sermon 3rd" is engaged for the sermon
- Ensure sermon is being recorded
- Set PreService on stream deck page 2
- Display "A\_WHN 3rd" on all screens for roughly 5 minutes following service
- Stop sermon recording

Thank | Be Authentic | Make it Personal

## AFTER SERVICE

- Thank team before they leave and collect their Production Team Lanyards
- Drag sermons into Google Drive "Arcanum Recordings" folder
- Upload sermon to Subsplash
- Retrieve mics from speakers/vocalists
- Retrieve wireless pack (If applicable)
- Ensure all batteries, iPads, and MacBook are charging
- Turn off Speakers on Stream Deck page 1
- Turn off soundboard (Setup, shutdown, go, power button)
- Turn off all TVs (5x Sanctuary, 3x Coffee Shop, 1x Overflow, 1x Mother's Room)
- Turn off Overflow speakers (Hold the power button on each speaker for 3 seconds)
- Fill out Production Feedback Form
- Turn off all computer monitors
- Send a photo of the time checklist to the Lead Group in COF app



# ACOF Sunday AM Lead Checklist

Lead Name: \_\_\_\_\_

Date: \_\_\_\_\_

Task	Time Started	Time Finished
Sound Check		
Rehearsal Time		
Greenroom Time		

**Were all boxes checked on page one?**

Yes

No (Leave Details Below and Why)

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**Do you feel you had enough time today to do what was expected of you?**

Yes

No (Leave Details Below and Why)

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## First Sunday of the Month Checklist

- Format soundboard flash drive
- Refresh AA batteries (Button on the top right of battery charger)
- Charge WHN and Overflow Apple TV Remotes

### OUR MISSION

**To connect our communities to the person of Jesus  
by creating an intentional and distraction free worship environment  
that helps facilitate an encounter with the Holy Spirit**

