

RCOF Sunday AM Lead Checklist

Greet | Be Expectant | Set the Tone

REVISED 6/1/26

BEFORE REHEARSAL (Arrive by 6:15 am for prayer with team)

- Turn on houselights from the panel on the side of the Production Booth
- Turn on computer monitors
- Restart All Computers** (Media Mac; Mac Mini for ATEM; PC for Vista/Lights)
- Launch: Pro7 on Media Mac/ ATEM & ABLETON on Video Mac/Vista on Lighting Mac**
- Turn on Confidence Monitor (Stage Display), 3 Projectors,
- Turn on Soundboard; **Ensure "Start Here" was loaded** on soundboard & Main LR faders at 0
- Turn on Speakers at Stream Deck (Ensure all speakers have sound; Main, Sub, Fill)
- Make sure sound is muted in hallways during worship practice and doors to Foyer are closed
- Turn on TV in Foyer, Mommy Baby Room, Café, and Upper Room; Ensure livestream feed is on
- Ensure WHN slide is displayed in foyer (Stream Deck page 4 – use Apple TV remote if needed)
- Turn on Cameras (**Make sure cameras are set on Sunday Presets**)
- Unlock doors at the Family entrance for the Breakfast Crew (By 7 am)
- Set out papers with OOS and **Production Team Lanyards**
- Welcome team as they arrive

Initiate | Be Welcoming | You're a Sticking Point

DURING REHEARSAL (Oversee and support team; as needed)

- Ensure sound check was done in a timely manner (gains, eq, lines)
- Ensure check on all videos on ProPresenter / confirm audio levels after worship practice
- Ensure WHN slide is changed to live service after worship practice ends
- Ensure sound check for all communicators after worship practice (Pastor; Welcomer; Other)
- ENSURE PASTOR'S IPAD IS SYNCED TO PROPRESENTER AND READY AFTER PRACTICE**
- Remind team about rally in the cafe area at 8:25 am and meeting in Upper Room at 8:30 am
- SET-UP MIC AND BOSE SPEAKERS AROUND 8:20 FOR CREW RALLY**
- CONTROL VOLUME FOR SPEAKER DURING CREW RALLY**
- Take iPad to Rally to UNMUTE after the Rally & Prayer
- ANNOUNCE CREW RALLY IS ABOUT TO START AT 8:23 AND PLAY RALLY SONG**
- Be in the Production Booth by 9:55 to ensure everything starts on time

Follow Through | Be Intentional | Jesus is our Focus

DURING SERVICE

- In Pro7, Ensure R_Worship is engaged (does band see lyrics on monitor?)
- Use iPad to check sound in the foyer for 3 Minute Countdown (Make sure volume is up)**
- Bring volume in foyer back down when worship music starts**
- TAKE ERIC'S IPAD TO STAGE DURING MEET & GREET. ENSURE THE SERMON IS READY**
- Ensure sound crew starts sermon recording during announcements**
- Check foyer sound when the message starts
- Oversee Service flow and give input; step into roles, as needed

BETWEEN SERVICES (Added to Check-list 6/1/26)

- RESTART MEDIA MAC AND CHECK PROPRESENTER AUDIO

Thank | Be Authentic | Make it Personal

AFTER SERVICE

- Thank team before they leave and collect their Production Team Lanyard**
- Upload sermon to **Recording Folder** & Subsplash App on Chrome
- Return Flash Drive to Sound Board after upload
- Retrieve Pastors mic | Vocalist Pack | 3 Wireless Mics
- Turn off speakers (first) and Sound Board (second)
- Turn off all TV's (Confidence, Foyer, Mommy Baby Room, Café, and Upper Room) 3 Projectors,
- Turn off cameras, Ensure all iPads and MacBook are charging
- Ensure all batteries are charging
- Release Lights and exit out of Vista to send lights to wall switcher
- Fill out Production Right/Wrong/Confusing Form (Link is on the Media Mac Desktop)
- Turn off computer monitors / Clean up booth (throw away trash)
- Send a picture of reverse side of this checklist to Lead Group (add checklist to binder)

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)

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

Yes No (Leave Details Below and Why)

First Sunday of the Month Checklist

- Format Soundboard Flash drive
- Charge WHN Apple TV Remote
- Refresh batteries (button on the top right of battery charger)

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