

SOP - ProPresenter Transitions v1.0

1. Purpose of this SOP

Establish consistent slide transitions for ProPresenter to create a distraction-free worship experience.

2. This SOP is for

All team members creating or operating ProPresenter playlists.

3. Transition Standards

1. Song Lyrics Slides:

- Transition: **Cut (No Fade)**
- Reason: Provides instant lyric changes that stay tight with the music.

2. Additional Media (sermon slides, announcements, scripture, etc.):

- Transition: **Dissolve**
- Time: **0.6 seconds**
- Reason: Smooth fade for non-lyric content.

3. Master Transition (bottom global control in ProPresenter):

- Set to: **Dissolve - 0.6s**
 - This remains default for general media unless overridden by slide-specific settings.
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4. Workflow for Adding New Songs

- After adding a song to the playlist:
 - Select all slides within the song.
 - Apply the **Cut** transition to all slides.
 - Verify no dissolve/fade exists on lyric slides.
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5. Operator Best Practices

- **Click on lyric slides early enough that the congregation is always reading slightly ahead of what's being sung — like reading ahead in your mind before speaking aloud.**
 - For **scripture or sermon slides**, cue slightly early so text is on-screen before being referenced.
 - **Listen to and review songs ahead of Sunday rehearsal** to learn structure and anticipate transitions confidently.
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6. Goal

Smooth, predictable transitions that support worship and minimize distractions.