

SUNDAY PRODUCTION CHECKLIST

Responsible: Producer & Production Lead

Goal: All setup completed before volunteer arrival at 7AM

6:00 AM – SYSTEM STARTUP

- ☐ Restart or turn on production systems

6:30 – 6:45 AM – DISPLAYS & VIDEO SYSTEMS

Lobby & Building Screens

- ☐ Turn on TVs in the lower and upper lobby
- ☐ Turn on TV outside the Next Step Room
- ☐ Turn on production room TVs
- ☐ Turn on backstage TV
- ☐ Confirm building sound system is operational

Projection & LED Walls

- ☐ Turn on projectors
- ☐ Turn on Stage Display TV
- ☐ Turn on upper lobby LED walls

Cameras, Video, Audio

- ☐ Turn on all cameras
- ☐ Confirm camera feeds are working properly
- ☐ Confirm Quips video is playing
- ☐ Confirm Quips audio is playing
- ☐ Confirm Front Fills are working

6:45 – 7:00 AM – STAGE & ENVIRONMENT

- ☐ Ensure stage is clear of loose items
- ☐ Confirm haze machine is functioning properly

7:00 – 7:10 AM – AUDIO CHECK

Pastor Microphone

- ☐ Pastor Mo headset in correct location
- ☐ Fresh batteries installed

MC Microphones

- ☐ MC1 in correct location (Pastor Mo's basket), powered on, fresh batteries
- ☐ MC2 in correct location (mic holder backstage), powered on, fresh batteries

GATHERING PREPARATION

Planning Center Order of Service

- ☐ Print Order of Service

Distribute Copies To:

- ☐ Pastor Mo's Office
- ☐ GFX1
- ☐ GFX2

- ☐ Producer
- ☐ Audio
- ☐ Lighting
- ☐ Switcher
- ☐ Multi-Purpose

Graphics & Media Check

- ☐ Review Order of Service
- ☐ Confirm all graphics are loaded and ready

FINAL WALKTHROUGH

(Complete before gathering begins)

- ☐ Confirm lower lobby TVs are working
- ☐ Confirm upper lobby TVs and LED walls are working
- ☐ Confirm building audio is functioning
- ☐ Confirm cameras are ready for the gathering
- ☐ Pastor Mo's Headset powered on

POST-GATHERING SHUTDOWN

Audio

- ☐ Turn off Pastor Mo's headset
- ☐ Turn off MC1 microphone
- ☐ Turn off MC2 microphone
- ☐ Remove batteries if needed
- ☐ Return microphones to storage locations

Video

- ☐ Turn off all cameras

Lighting

- ☐ Turn off lighting console, software, and lighting computer monitors

Displays

- ☐ Turn off projectors
- ☐ Turn off upper lobby LED walls
- ☐ Turn off production room TVs
- ☐ Turn off backstage TV
- ☐ Turn off lobby TVs
- ☐ Turn off computer monitors at FOH

Final Check

- ☐ Ensure stage is clean and clear

Producer/Production Lead Signature: _____ Date: _____