Procedure – Media Switching

1. Pre-service preparation

a. Be present at the AV station at least 10 minutes before the service starts.

b. **Turn on** the following equipment (if it is not already on):
   i. Turn on or "wake up" **Mac Mini Media Computer** near soundboard
   ii. Both **LCD projectors** (use remote controls)
   iii. **Light controller** (Elation "show designer 1") <u>Verify that all 3 light switches to the right of the main sanctuary entrance are in the DOWN position.)</u>
   iv. LCD TVs in Welcome Center and Family Room (Remote Controls are under the Connect Counter ledge on left side looking at the front of the counter)

c. **Look over** Planning Center Service Plan and ask Pastor Tom if you have any questions about what needs to be done for the service.

d. Using the Light Controller, **set the lights** to their initial "Pre-Service" setting according to the Audio/Video cues on Planning Center Service Plan. (Usually, Scene 2 or 10)

e. Click on first slide of announcements to **start announcement loop**

f. **Press "Rec/Stop" button on the HDMI Cloner box** so that the Blue Light blinks to start recording to the USB drive **5 minutes before service starts**. Continue recording until the end of the second service)

2. In-Service procedure

a. For each service element (songs, announcements, sermon, etc), Adjust **lights** according to Audio/Video cues on Planning Center Service Plan.

Typical Settings:
2 or 10 = Pre and Post Service
3 or 11 = Worship Music Time
4 or 12 = People Speaking on the platform (Sermon, announcements, prayer, etc)
8 or 16 = For videos playing on main screen (darkens room)

b. **Listen and watch the opening livestream video** on the monitor to the left of the Mac Mini Media Computer and **switch the lights from Scene 2 (or 10) to 3 (or 11) immediately after the "bump" video ends.**

c. <u>**Switch song lyrics BEFORE**</u> they are sung so that the congregation has enough time to see the next words before they sing them.

d. **Wait until Pastor begins speaking** the Bible verse or content on the slide before displaying the slide. Keep slide displayed until the next slide is displayed.

e. **Remind sound mixer** that the audio needs to be up before a video is played during the service.