

3Trees Production Campbellsville Sunday Set up

Producer/Production Lead:

- Turn "ON" All Breakers
- Turn "ON" AC Unit Backstage
- Turn "ON" the Video Room (Rack and both power strips under desk)
- Turn "ON" all of the Computers
- Turn "ON" Decoder
- Recall both switchers to the correct Switcher settings for given Sunday (File>Restore>Summer 2020>Ok)
- Turn "ON" Lighting Computer and lights scene(s)
- Turn "ON" Audio Console/recall scene from Planning Center
- Turn "ON" TV's in Green Room, Cry Room, and other TV's in Gathering Area

ProP:

- Download Pre/Post Slides from Google Drive
- Download MOD Slides from Google Drive
- Download Videos from Google Drive
- Download Worship Background if changes from prior week
- Download Message Lower Thirds (Once Received)
- Move media into proper folder in ProP file on the Desktop(Example:Pre/Post to Pre/Post Folder)
- Open ProP
- Put songs in playlist after it says "Worship Set" in the same order as PCO
- Select all of the songs and select "Worship Lyrics White Letters"

Pre/Post Promos:

Go to "Media Bin">Scroll to top of playlist or click Pre/Post Promos on the left hand side>Select all slides in Pre/Post in Media Bin>Drag and Drop them in Pre/Post Presentation> Move slides around and make "Welcome" Slide the first one and make sure that not alike slides are next to each other (Example: Not to have 3 white colored slides in a row)>Add a 10 second timer at the Top Right of the presentation that has a "Clock Symbol and Drop Down Arrow"

Countdown/Videos:

Go to "Countdown" or Other Video in the Playlist> Go back to "Media Bin">Select "Videos-HOT" Tab>Select "Countdown" >Drag it into "Countdown Presentation">Right Click Video>Scroll Down to "Add Cue">"Add Clear Action Cue">"Clear Audio">Right Click Countdown Again> "Add Cue">"Add Stage Display Layout">"Countdown"

Mod2:

Click On or Go to Mod2 in Playlist>Go to “Media Bin”> Go to “MOD-Hot”>Select all slides>Drag and Drop into Mod2 Presentation> Slide Order: Welcome, Connect Card, Giving, Other Event Graphics if Given.

Switcher:

- Turn “ON” Projectors/TV's
- Download Pre/Post Promos from Google Drive
- Download Mod 2 Promos from Google Drive
- Move media into proper folder in ProP file on the Desktop(Example:Pre/Post to Pre/Post Folder)
- Open ProP
- Make sure all inputs are working into the switcher

Pre/Post Promos:

Go to “Media Bin”>Scroll to top of playlist or click Pre/Post Promos on the left hand side>Select all slides in Pre/Post in Media Bin>Drag and Drop them in Pre/Post Presentation> Move slides around and make “Welcome” Slide the first one and make sure that not alike slides are next to each other (Example: Not to have 3 white colored slides in a row)>Add a 10 second timer at the Top Right of the presentation that has a “Clock Symbol and Drop Down Arrow”

- Help set up Camera Positions

Camera 1/2/3:

- Take the camera(s) to locations on next page
- Place on Tripod
- Connect Power
- Connect SDI
- Connect Lanc Controller for Camera 1 and Camera 2

Audio:

- Place rechargeable batteries in VOX/Jason Microphones/IEM Packs
- Place New Batteries in Pastor Headset Pack/Handheld
- Place Jason/Pastor Handheld on reserved row house left in the front
- Place Pastor Headset in Prayer Room behind stage
- Make sure all Audio inputs needed for service are working with no issues
- Do soundcheck on Jason/Pastors Handheld
- Make sure audio is going through Encoder Channels
- Mix!

Camera's/Video Tests: (Wait till 9:02 a.m.)

- Refresh the Decoder>Click *3Trees Campbellsville | Online* with today's date on it>Click *Select Event*> Clear Cash and wait a minute to let it load
- Make sure Audio meters are working on the left-hand side of the screen
- Place Pulpit/High Top Table/Or ANY other Elements needed for the Message on Stage in the Spot it will go in. Producer Stay on Stage!
- Put Center/Beulah Screen in Black
- Loosen both Pan/Tilt Knobs on Tripod(s)
- Put Camera 1/IMAG on Side Screens
- Frame up for IMAG Shot. Shoot for arms width for distance of IMAG
- Start Moving Left to Right to Test Fluid Drag. Adjust if needed
- Keep moving to test Lighting on the Producer and make adjustments if needed
- Test Tilt by bending the knees and back up to Test Fluid Drag. Adjust if needed
- *Using multiple cameras with people on Tripods do Steps 2-6 again with that camera*
- Colors/White Balance/Exposure are all good on all cameras
- CURRENT VIDEO SETTINGS FOR CAMERAS: 3850K White Balance, 6DB, 4.8 exposure, and 1/60 Shutter Speed**
- TEST ALL VIDEO KEYS in iMAG Switcher**

