

Operators: Terence / Mabelle

Operators are tasked with all tech jobs— sound system, lights, and visuals during Sunday services and other Crossroad events. Operators are also tasked to study the softwares (OBS/Propresenter/Zoom) used in all events. Operators, being the tech junkies of the team, are also assigned to program and design the websites and apps of the central church.

Skills to Learn: Sound Mixing, Streaming, Hardware Setup, Basic Computer Skills, Zoom Call Management, Programming, Web Design

Kizzie, Josh, Elaine, Princess
Norman, Kate, Jia, Daniel, Archie

Media: Precious/ Andrei

This team documents (photo and video) during Sunday services, Crossroad events, and other church activities all year round.

Skills to Learn: Video Editing, Videography, Photography, Photo Editing

Jia, Eunice,

Creatives: Princess / Monica

Creatives come up with content using assets from the Media team. These outputs are usually posted on social media or used as visuals by the Multimedia team. This team also creates presentations as per Pastor's request.

Skills to Learn: Design Basics, Graphic Design (Photoshop/Canva), Video Editing, Photo Editing

Bernice, Camille, Tin,

Social Media: Calvin / Je

The Social Media team manages both social media accounts (Facebook and Instagram) of the central church. This includes posting registrations and invitations for weekly gatherings, creating content during Sunday services, and responding to all inquiries from both platforms.

Skills to Learn: Social Media Management, Copywriting

FB Recast: Mabelle

IG Stories: Precious, Andrei

FB Management: Calvin, Je, Kath, Monica

Multimedia Meeting Agenda

Scheduling & Roles:

1. Coordinator - Terence | T. Kate
2. Streamer - Kizzie
3. Visuals 1 - Princess
4. Visuals 2 - Boydi
5. Projector Visuals - Tin / Kuya Norman
6. Stream Support / Audio - Elaine
7. Social Media Monitor - Ate Mabelle

Pre-Production

1. Assign Roles every Monday (Mabelle)
2. Redesigning Mandatory Slides (Approval Princess)
3. Video Intro and Outro (Andrei)

Production

4. Setup
5. Checklist (Schedule)
 1. Visuals
 2. Lyrics
 3. Stream Mirror
 4. Chromecast
6. Cue-ing (Start | Video)
7. Pausing /Playing Stream for Video (Change in Video Editing)

Post-Production

8. Remux and Upload (No More Editing)
9. Upload Recast (Mabelle)

Notes:

1. Cueing Lyrics: Pre-Onsite (Hosting) Post-Stream
- 2.

OBS Notes

- Check OBS stats from time to time
- Record the stream
- Video part (*pause & play recording*)

Test Stream Troubleshoot

- WiFi Problem
 - if disconnected, stop stream then start again.
 - do not end live stream
 - **green light** connection (*signal for stop and starting stream*)
- Copyright
 - start new FB stream
 - reset and copy stream key
 - paste to OBS
 - start streaming
 - start live video
- Visual feed interruption
 - disconnect the wire and reconnect again.
- OBS crash reports
 - wait for OBS to appear
 - check sources
 - Restart OBS

Visuals

- Countdown slide
- Holding slides
- Plain BG
- Seamless loop

Roles

- Streamer
- Audio Tech
- Lyrics (*green screen, in-house*)
- Facebook Tech Monitor
- Tech Coordinator
- Stream Support

Facebook Live Notes

- 10:59 Start stream to avoid delay
- Check stream metrics

Test Log

9/03

Audio

- Loud static during P&W

9/12

- 10 secs delay to FB
- Audio was echoing during the warm up act
- Little bit of static compared to last week

9/19

- 10 secs delay to FB
- Visual countdown delayed