

FOH Engineer

Before Run-Through

- Powering on the sound system ([Item 1](#))
 - a. To the right of the soundboard is an equipment rack. On the top row of the equipment rack, turn the power switch on
 - b. In the second row of the equipment rack, press “Sequence On”
 - c. Wait for the iLive to boot and then log in as CCG
 - d. Recall the CCG show if it is not the Last Recalled Show
 - e. Recall a scene if necessary
- FOH software tools ([Item 2](#))
 - a. Boot the FOH computer
 - b. Open 10EaZy
 - c. Open any additional tools you want/need:
 - i. Wireless Workbench
 - ii. Dante Controller
 - iii. iLive Editor
- DCA routing ([Item 3](#))
 - a. Press the select button (“Sel”) on a DCA channel
 - b. Use the touch screen to add or remove input channels from the DCA

Before Service Start

- REAPER ready to record multi-track audio ([Item 4](#))
 - a. Open REAPER on the FOH computer
 - b. Click File > Project templates > Worship
 - c. Delete any unused tracks
 - d. Save the project in the folder “REAPER Media” using today’s date, in the format YYYY-MM-DD, as the name

Video Director

- Formatting the “tape” in the Hyperdeck (Item 5)
 - a. Insert disk
 - b. Press Disp to open the menu
 - c. Navigate with the scroll wheel and the Set button
 - i. Format SSD
 - ii. Format SSD 1
 - iii. HFS+
 - iv. Format SSD
 - d. Press Disp to close the menu once it says “Format Complete”
 - e. Press Input (you should now see the Program feed)
- Scheduling the livestream
 - a. YouTube (Item 6)
 - i. Open the “Live Streaming” bookmark
 - ii. Click the Schedule Stream button
 - iii. Reuse settings from previous Sunday
 - iv. Change the title to match the sermon title, which can be found using the Sermon Notes bookmark in Chrome
 - v. Confirm thumbnail is current
 - 1. To update, click the options button on the picture
 - 2. Select Update
 - 3. Choose the appropriate JPEG
 - vi. Confirm the playlist is set to Sermons
 - vii. Next button
 - viii. Confirm live chat is unchecked
 - ix. Next button
 - x. Schedule for 9:30am
 - xi. Done button
 - xii. In the top right corner, click the share arrow
 - xiii. Click the copy video link button and close the window
 - xiv. In a new tab paste the URL and press return
 - xv. The page will load and the URL will change from “youtube.com/live...” to “youtube.com/watch...” Copy this new URL

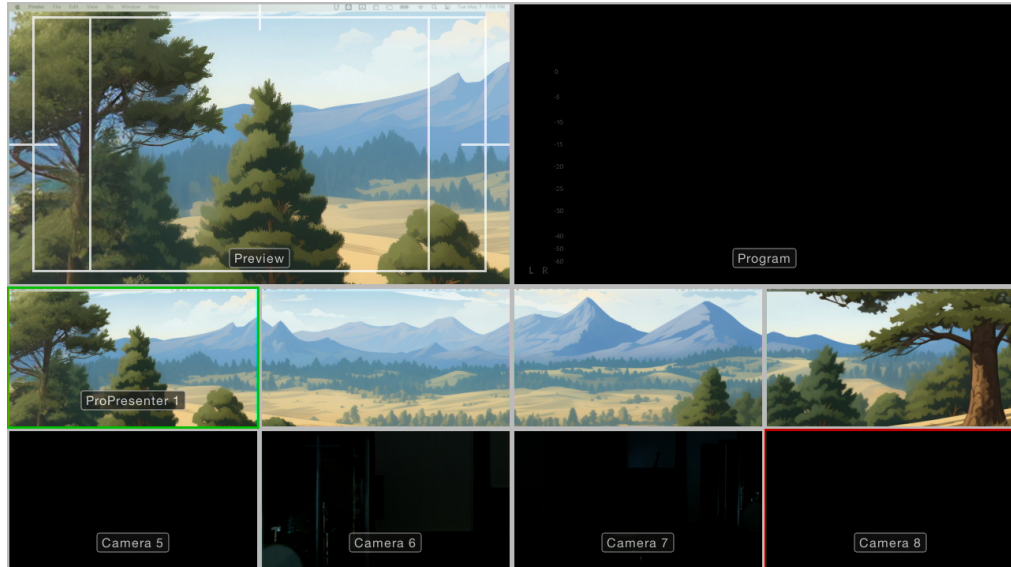
Continue on the next page...

b. CCG Live (Item 7)

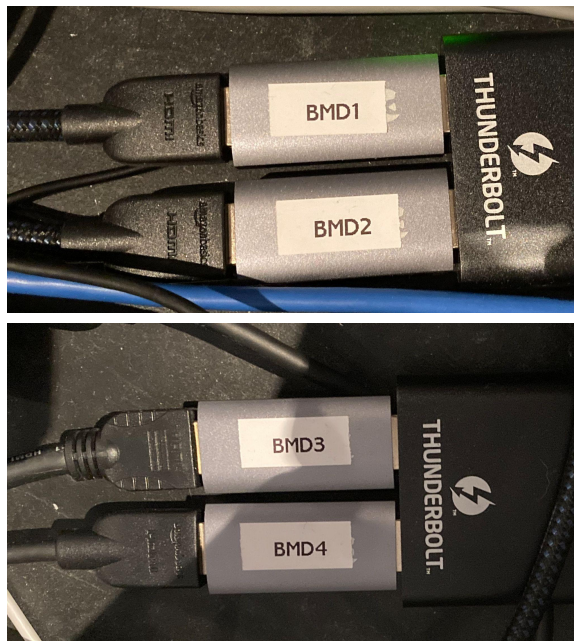
- i. Open the CCG Live bookmark
- ii. Click the menu button in the top left corner and log in
- iii. Click the “Go to Admin” button
- iv. On the left, click SERVICES
- v. Click Add Content for the current date
- vi. Enter the Service title
- vii. Change the duration to 1 hr 15 min
- viii. Disable Public Chat
- ix. Change the Video Source to URL
- x. Paste the YouTube link
- xi. Edit the text box so the video starts 10 minutes before the service.
- xii. Click Save at the bottom
- xiii. Click Setup in the left menu
- xiv. Select the Offline tab
- xv. Paste the same YouTube link from earlier in the Video URL text box
- xvi. Click Save at the bottom

ProPresenter/Lighting

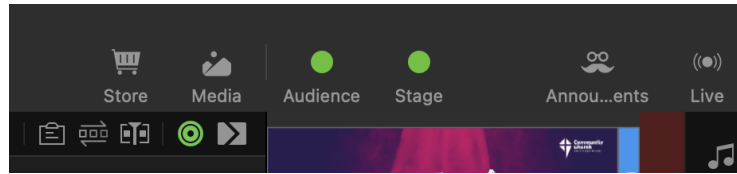
- ProPresenter output patching ([Item 8](#))
 - a. Before opening ProPresenter, look at the Video Director's preview screen. You should see a panoramic mountain scene split across inputs one through four. It should look like this:



If one of the four inputs is black, you will need to unplug and replug the corresponding HDMI cable behind the ProPresenter computer (see the following images).

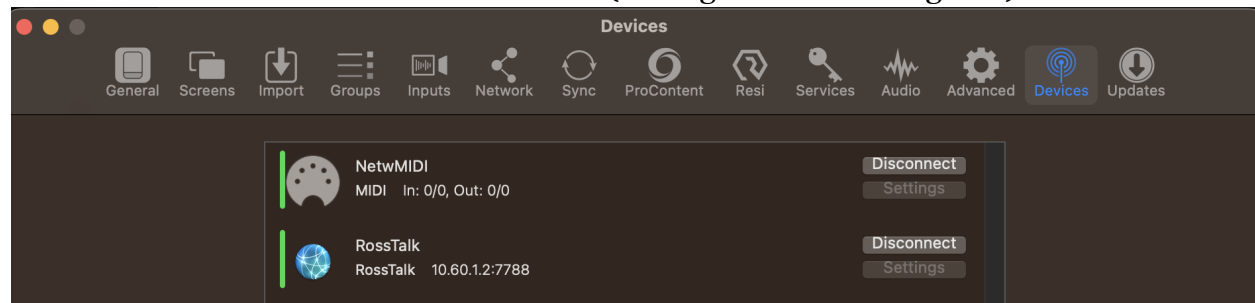


- b. Open ProPresenter and confirm that the Audience and Stage outputs are enabled (Green)



- c. Check and configure ProPresenter outputs (Item 9)
 - i. Open Configure Screens (⌘#1)
 - ii. Select the screen that needs configured
 - iii. Open the Output dropdown menu for that screen and select the correct screen
 1. Projector to BMD1
 2. Overlay to BMD2
 3. Overlay Alpha to BMD3
 4. Confidence Monitor to BMD4
- Programming Lights (Full documentation: <https://docs.qlcplus.org/v4>) (Item 10)
 - a. Boot the lighting laptop (QLC+ should automatically open)
 - b. Program the Cue List
 - i. Switch to the Functions tab at the bottom of the screen
 - ii. In the list of Functions, click the expand arrow next to Chaser and select the Sunday Cuelist
 - iii. Use  to add scenes and  to remove scenes.
 - iv. Change the order by selecting a scene and clicking  or 
 - v. To change the fade in/out times of a scene, select the scene and click  at the top of the window.
 - c. Switch to the Virtual Console tab at the bottom of the screen
 - d. If you have made any programming changes, click the save button
 - e. Start the cuelist by clicking the play button below it or pressing the Lights Go button on the ProPresenter computer

- Connecting to RossTalk ([Item 11](#))
 - Open ProPresenter > Settings... > Devices
 - Click the Connect button next to RossTalk (The light should turn green)



- Setting the Sermon timer ([Item 12](#))
 - In Show Controls, switch to Timers (^C)
 - Enter the time that the speaker should be done by and press return
 - Jason usually wants his sermon and communion times combined
 - The run sheets show start times so to know the end time you would look at the start time of the next element. In the example below, the end time for first service would be 10:28 and for second service it would be 11:58

WORD			
9:55:15a	11:25:15a	30:00	Sermon Zechariah/Elizabeth/John the Baptist—longing for a
TABLE/RESPONSE			
10:25:15a	11:55:15a	3:00	Communion Set-Up
10:28:15a	11:58:15a	4:00	<i>Receiving Communion/Leaning</i> [71 bpm]

- Click the Reset Timer button
 - Click the Start Timer button
- Updating the announcement slides ([Item 13](#))
 - Delete all of the slides in the Announcement Loop presentation
 - Drag all of the slides from the Announcement Loop hot folder into the presentation
 - Selecting the Planning Center service ([Item 14](#))
 - Open the Planning Center view (^↑P)
 - Click the menu icon in the top right of the window
 - Use the dropdown triangles to open Adult Services > Sunday Services
 - Select the service at the top of the list

Macros

Macros are a collection of actions that are triggered when the macro is triggered. They can be triggered directly, just by clicking on them, or they can be put on a slide to be triggered with the slide.

Troubleshooting

- **Slides not clearing** - If you go to a new slide and the old one does not go away, you could have media that is set as a background when it should be set as a foreground. This can be set on an entire Smart Playlist or on an individual slide.

