

Producer Checklist

Call Time 6:30

Important Docs

- [What To Expect](#)

Pre-Service

- ☐ 6:30 - Power on Lights and Video Consoles
- ☐ 6:30 - Ensure Team Members are Present
- ☐ 6:45 - Power on Annex Worship
- ☐ 6:45 - Deliver Headphone Batteries & SD Card
- ☐ 7:45 - Ensure _____ (Preacher) Has Reviewed Sermon Slides
- ☐ 7:45 - Ensure _____ (Liturgy Host) Has Reviewed Liturgy Slides
- ☐ 7:45 - Ensure Team Members Have Coffee and Water
- ☐ 7:50 - Ensure slides, titles, and scripture page number are updated
- ☐ 7:55 - Production Dummy Check
- ☐ 8:00 - Ensure Teams are "Doors Ready"
- ☐ 8:00 - Cue to Cue and Prayer
- ☐ 8:15 - Check in with Preacher
- ☐ 8:15 - Check in with Music Director
- ☐ 8:15 - Ensure _____ (Music Director) Has Reviewed Song Slides
- ☐ 8:20 - Check in with _____ (Scripture Reader)
- ☐ 8:25 - Ensure live stream starts (Facebook & YouTube)
- ☐ Countdown to Service Start
 - ☐ *:26 - 7 Minutes
 - ☐ *:28 - 5 Minutes
 - ☐ *:30 - 3 Minutes
 - ☐ *:31 - 2 Minutes
 - ☐ *:32 - 1 Minutes
 - ☐ :30 :20 :10-:00 Countdown

Service

- ☐ Manage Light & Curtain Cues
- ☐ Manage PCO Live
- ☐ Ensure recording starts during Greeting of Peace (1st service)
- ☐ Give Microphone to Scripture Reader
- ☐ Set Pulpit On Stage
- ☐ Check Lobby Speaker
- ☐ Adjust Camera #2 at beginning and end of Sermon (3rd Service)

Between Services

- ☐ +00:05 - Ensure live stream ends
- ☐ Get Feedback from Each Team (Slides, LiveStream, Audio, Band)
- ☐ Ensure Team Members Have Coffee and Water
- ☐ *:20 - Check in with _____ (10:30 Scripture Reader)
- ☐ *:20 - Check in with _____ (12:30 Scripture Reader)
- ☐ *:25 - Ensure live stream starts (Facebook & YouTube)
- ☐ Countdown to Service Start

Post-Service

- ☐ Get Feedback from Each Team (Slides, LiveStream, Audio, Band)
- ☐ Send Service Feedback to Slack
- ☐ +00:05 - Ensure live stream ends
- ☐ Turn Off Scones
- ☐ Save Necessary Lighting Changes
- ☐ Turn Off Auxiliary Screens
- ☐ Power Down
- ☐ Return Batteries
- ☐ Turn Off Camera #2 and Replace Lens Cap