

LIVE STREAM TECH

SUNDAY CHECKLIST

*Leveraging technology to create spaces
where individuals can take a next step or a
first step towards Jesus Christ*

Call-time for the production team is 7:30 am. Being on time gives you the time to properly prepare for your role and is respectful of other team members. Through everything you do, strive to show Christ's love to each team member and guest with whom you come in contact.

EXPECTATIONS

Overseeing the live stream hardware and software requirements on Sundays to facilitate an engaging and distraction-free video for our broadcast viewers.

Aligning your service and heart with Faith's mission, vision, and strategy as well as abiding with Faith's Statement of Worship (<http://www.faithmuskoka.ca/worship>) and Statement of Beliefs (<http://www.faithmuskoka.ca/what-we-believe>) and build a pattern of faith in your Christian walk through which you intentionally grow in the "5 Ones."

BEFORE SOUND CHECK

- **Pick today's "order of service"** (backstage on black trolley)
- **Turn on the "smaller" power bar on the floor** beside your live stream desk.
- **If the video system "rack" is already powered on (in the video production suite) then close and restart the ProPresenter software.**
- **Go through the Playlist in ProPresenter** and arrange everything in the correct order to match today's order of service.
- **Once playlist is in order, go through all of the playlist documents to make sure they're ready**
 - Host slides correct information, formatting, and in the order that host is going to follow
 - Lower Third Names ready for all speakers
 - Scripture references updated. If they are not on "order of service" check with Service Director to see if we know them from the speaker yet.
 - Lyrics ready for songs, in correct order, spelling and formatting correct.
- **Log into Boxcast (dashboard.boxcast.com) and confirm that the first service live stream is scheduled to launch at 9:10 am.** This should also show on the Boxcaster Pro hardware device on the right side of your desk.
- **Ensure that you have audio coming to you at a good level from the auditorium tech.** If you don't, connect with the service director.
- **Ask: "Am I ready for Sound Check to start?"**

DURING SOUND CHECK

- **Run through host slides during host runthrough as though it's live service.** Double-check spelling, formatting, and order of slides
- **Run through lyric slides as the Worship Team team plays (live or video) [this will change back to downstairs ProPresenter tech's responsibility once some COVID singing restrictions are lifted].**

Double-check spelling/formatting. Make sure to change slides ahead of when they are needed. People read a few words ahead. The lyrics you're cueing will sit on top of the band video for our broadcast guests.

- **Listen to music with headphones on and watch audio levels on Boxcaster Pro to see where auditorium levels will need to be.** Make any notes re: reminders for live service. Connect with Sound tech if you need anything re: sound.

- On the Boxcaster Pro, the audio levels should sit so that when the song gets "big", the audio indicator should just barely be hitting into the "yellow" region.

- **Listen and watch audio levels for each of the speakers as they soundcheck.** Each speaker will come on to the mic differently. Take notes to remind you about each speaker for the live service. Also note in the live service that speakers often tend to start louder and then drift quieter. Be ready to adjust accordingly.

- **Are there any additional videos today?** Watch and listen to them during soundcheck.

PRE-SERVICE / AFTER SOUND CHECK

- **Connect with Video director about any questions regarding parts of the service.**

- **Ask Video Director (or confirm that they already have done this) to put the downstairs ProPresenter signal in the PGM so that the countdown will be active at the start of the stream.** The countdown is automated on the downstairs computer to start at 10 minutes before the service.

- **Ask the Video Director to have a wide shot of the stage ready in Preview on Multiviewer screen (big screen on wall) so that you're ready for Host at top of service**

- **Taking note of where you'll need to return level to at start of service, fade off the auditorium sound and bring up the computer sound. Start the countdown music (skipping stones) by clicking on the appropriate slide.** It will loop until the start of the service.

- **Ask Yourself: "Is everything ready for live stream (including countdown time) to start?"**

- **Participate in Pre-service prayer with Production Team**

- **Be ready at your position 5 minutes before live stream begins.**

DURING SERVICES

- **Headphones on,** ready to track audio levels

- **Ready AHEAD OF HOST ARRIVAL ON STAGE with their sound up and countdown music fading out under them. Remind Video Director to fade video away from countdown about 10 second mark to wide stage shot ready for Host to arrive on stage (aka AHEAD of host's arrival/start)**

- **Follow through the service,** remembering the notes you took during soundcheck/preservice.

- **Be alert** and ready to adjust should a speaker do something in a different order than planned.

- **Be ready ahead of the end of the message.** RIGHT when message speaker finishes saying "Amen" of message-closing prayer, fade down auditorium sound, bring up your computer sound, click on the "closing bumper video" (it's found at the end of the post-service slideshow. Once you click on it, everything is automated until the end of the stream.

- **Let the stream continue for 2 full rotations of the slideshow.**

- **Open "dashboard.boxcast.com" on Safari web browser on your computer.** Click on Current Broadcast and then "stop broadcast".

- **Go back to "Dashboard" (left sidebar). Then click on "Past Broadcasts" tab. The service you just**

stopped will show up there when it's ready to be re-broadcasted.

- **Open the broadcast that you just stopped. Click on “Re-Broadcast (Simulated Live)” in the right sidebar.**
- **Set up title, description to match the previous service** (an easy way to do that is to open “dashboard.boxcast.com” in a separate tab in Safari and copy and paste the details across.)
- **Set the “Preview Image” to one of the preloaded images** (click “browse” to see and select image)
- **Set the date to today's date and the start time to 10:55 am.**
- **Click in white box to right of “Destinations” and click on “Facebook”**
 - Click on “Log into Facebook” ... it should automatically log you in. Change the setting from “My Timeline” to “Page” and then select “Faith Baptist Church”. If this fails, contact Matt Kerr (705-349-0234). It's linked to his FB account.
- **Click in white box to right of “Destinations” and click on “YouTube:faithmuskoka”**
 - Change settings from “Unlisted” to “Public”
- **Click on green “Schedule Broadcast” button at bottom of page.**

BETWEEN 1ST & 2ND SERVICES

During this COVID season, we're often simply re-broadcasting the first service rather than doing a second live broadcast of the 11 am service (see section below for instructions on re-broadcasting). Post-COVID or should we need to stream the 11 am for any reason ...

- **Equipment ready** for next service
- **Mid-Morning Production Team Huddle (immediately following the 1st service) led by Service Director (or if in their absence, video director)** - Meet with production team, ID and resolve any issues/questions. “Any changes for this next service?” A great way to frame this discussion is “here's some things we did well and here's some spots where we can do better.”
- **Add/Amend/Correct your personal notes on your copy of the “order of service” so you're ready for the next service!**

HOW TO RE-BROADCAST A STREAM

- The past stream will show up under “Past Broadcasts” on the Boxcast website's dashboard. It may take a few minutes for it to be ready for re-broadcast. **Click on “Past Streams” tab of dashboard. Click on the stream you would like to re-broadcast.**
- Click on “Re-Broadcast” in the right sidebar
- Under title, put (with the right date) ... “Church Online - Faith Baptist Church on November 22, 2020)
- Under description, put, “Welcome to church today from Faith Baptist Church in Huntsville, ON Canada! New to our church or just visiting? Text “new” to 705-809-3245. Stay connected by visiting <http://faithmuskoka.ca> and by following us on social media (<http://instagram.com/faithmuskoka>, <http://facebook.com/faithmuskoka>)”
- Under Preview Image, click “browse” and pick one of the nature shots with CHURCH ONLINE wording.
- Under Source, leave it as “Re-Broadcast (Simulated Live)”
- Leave “Source Broadcast” the way it is ... this should be the broadcast that you chose to re-broadcast
- Set the start time to 5 minutes before the broadcast time ... so for the 11 am broadcast, you set the start time for 10:55 am. End time is automatically set by system once you give it the start time and it can't

be edited.

- Broadcast Type should be “Public”
- Channels - click on blank box and select “Worship Services” (hit “tab” on keyboard after or click outside of box to close the list of channel options.
- click destination box and select Facebook, then in Facebook settings, set it to “page” and make sure the page is set as “Faith Baptist Church”
- click destination box again and select YouTube. Change YouTube settings from “unlisted” to “public”
- leave advanced settings alone ... there’s nothing to change in there.
- click the “Schedule Broadcast” link
- Now, before you’re done, you need to DELETE the auto-scheduled 11 am (10:55 am) broadcast or you’ll have two streams at the same time. Both will show up under the “Upcoming Broadcast” tabs of dashboard in Boxcast website
- the 2 broadcasts will both show that they are set to start at 10:55 am on the same date (aka, “today”) but you need to click on the broadcast that says “Box 2f2c90” under the “Scheduled to begin in ...” line over the image. Once you’ve clicked on that stream (NOT THE RE-BROADCASTED STREAM) you then click on delete in the bottom left of the box that pops up and confirm the deletion.
- before you leave, confirm that there’s only one stream “today” at 10:55 am and that all the settings are correct. Thanks!

POST SERVICES

- **Tidy up your desk and surrounding space.** Recycle any paper into the bin in the room. “Is everything ready for next week’s live stream tech?”
- **Turn off smaller “Power Bar”**
- **Touch base with the Service Director following the service, letting them know you’re done.**

You’re done! Thanks for serving today! You’re playing a key role as together we lead people to faith and maturity in Jesus Christ! Thank you so much!