

## Setup Checklist – Video

### Pre Service

- Bring worship/sermon presentation file(s) as emailed by leads on flash drive
- Ensure speaker/projector switch is on
- Turn on computer
- Initialize presentation software (OpenOffice)
- Initialize recording software (Audacity)
- Save recording session to “Church” folder on desktop
  - Filename: YYYYMMDD.aup (this ensures recovery if program crashes while recording)
- Ensure formatting of presentation

### During Service

- Run computer/advance slides in presentation
- Monitor audio recording

### Post Service

- Assist with tear down as needed