



PRESERVICE SETUP CHECKLIST

MEDIA TEAM

1. Turn on both main light switches under the left side of the media booth counter.

2. Turn on the Mac and the QuickQ lightboard.

3. Prepare the microphones. Check Planning Center to count how many vocalists (Worship Team + MC + Keys + Pastor) we have for service. Please prepare the mics in the order listed below:

<i>Shure</i>	Pastor
Teal	Sis. Kay Mangus
Black	Sis. Kacey Kimbrough
Blue	—
Red	—
Green	—
Orange	MC (if separate from a Worship Team member)
Gold	—
Pink	Nonfunctional — DO NOT USE.
Wired Mics	Available for extra praise singers

Put batteries from the Tenergy LCD Battery Charger into the mics. Then, put the mics into the OnStage mic stand in the media booth.

4. Take the Onstage mic stand, the white ViewSonic remote, and the black Roku remote as you prepare around the sanctuary.

5. Place the OnStage mic stand in the right corner beside the platform. While in the corner, turn on the top Furman box and wait for the lower platform lights to activate. Check every mic by switching them on and off.

6. Turn on the screens in the sanctuary with the ViewSonic and Roku Remotes. For the back TV monitors, select “HDMI 1 (ARC).”

7. Return to the media booth and set up the lights. Please see the Planning Center plan for the designated lights for each service. Please see the settings below:

GENERAL PRESETS

Preservice	9	10	—	—	—	—	—	—	—	—
Music	—	—	1	2	3	4	5	6	7	8
Preaching	—	—	11	12	13	14	15	—	—	—

DETAIL SETTINGS

16	Facelights	19	Morning and Evening Prayer
17	Adult GROW	20	Baptism
18	House		

8. Set up ProPresenter for service.

9. Click the Announcements presentation and play music during transitions. (Rehearsal – GROW / GROW – Power Hour)

LIVESTREAM TEAM

1. Turn on the black Avipas board and its monitor, and the black Asus monitor.

2. On the Asus monitor, launch the following software on Chrome:
 1) ATEM Software Control (Livestream Sound)
 2) Open Bookmarks + Facebook & YouTube for GROW & Service



**Apostolic Revival Church
Multimedia Department
Spring 2023**

POSTSERVICE SHUTDOWN CHECKLIST

MEDIA TEAM

- 1. Switch the lights on the QuickQ lightboard.** Preservice Setting up + Service Setting down
- 2. As the livestream ends, start the Announcements presentation and play the ARC Post Service Playlist.** Signal that the keyboardist can stop playing when the music is on.
- 3. Prepare to put the mics away.** Collect all mics from the platform and replace them into the Onstage mic stand, then return the stand to the media booth. Remove all rechargeable batteries and return them to the Tenenergy LDC Battery Charger. Push the “Refresh” button on the charger. Clean the mics with Clorox wipes. After they air dry, return them to the silver case.
- 4. Turn off the back TV screens with the black Roku remote.**
- 5. Start shutting down announcements and lights after most have exited.** Turn off the front projector with the white ViewSonic remote (press the “Off” button twice). Then, turn off the Furman box in the back right corner. You will see the platform lights turn off.
- 6. Prepare to close the Mac.** Quit ProPresenter and close any other apps on the Mac. Next, press the top right button on the keyboard to put the Mac to sleep. Turn off the mouse and plug it into the blue cord.
- 7. Turn off the QuickQ light board.** Hold the power button down, then select “Power Off” from the popup menu.
- 8. Plug in all iPads on the left shelf in the media booth.** This includes Guest Services and Sound.

LIVESTREAM TEAM

- 1. Turn off the Avipas board and monitor.**
 - 2. Lock the Asus screen and turn off the monitor.**
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Whoever is scheduled for lockup, not media, is responsible for making sure the two main light switches are turned off after service.

Thank you for everything that you do!

*And whatsoever ye do, do it heartily, as to the Lord, and not unto men; knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ.
— Colossians 3:23-24 (KJV)*