

GRAPHICS OPERATOR

7:15- ARRIVAL

- Arrive & park in back lot near State Street
- Check in with Production Director
- Power on equipment (*see page 2 & 3*)
- Get in position for comms check

7:30- REHEARSAL

- Comms check
- Run lyrics as the Band & Vocal teams rehearse (lyrics slides should be changed as the eye naturally finishes reading and before the next line is needed).

8:15- SERVICE PREP

- Make sure all songs:
 - have a background image
 - have an assigned a lighting macro that matches background (*see page 3*)
 - check lyrics are displayed correctly (i.e. no unnatural breaks, overloaded slides)
- Remain after rehearsal to check and edit the Pastor/Speaker's slides
- Ensure all announcement graphics are loaded for the close of service
- Partner with the Audio Tech to check audio levels for all service videos
- Clean area & set booth for services

8:45- BREAKFAST & TEAM MEETING

- Enjoy breakfast as a team
- Walkthrough order of service, taking note of responsibilities & asking questions
- Pray as a team

9:15- IN POSITION

- Lock in at position
- Pre-service Video will start automatically
- Final comms check
- 5 min pre-service, all teams ready

9:30- SERVICES BEGIN

- Run lyrics along with the Band & Vocal Teams
- The Pastor/Speaker will utilize a remote to run slides. However, be fully present, ready to assist if needed.

10:30- BETWEEN SERVICES

- Communicate any edits or needs with the team
- Ready for next service

12:00- SERVICES CONCLUDE

- Clean & power down station (*see page 3*)
- Check in with Production Director before leaving

POWER ON / OFF

1. Power on Light Panel and Console

- Deactivate light panel- if lights are on, press the same setting button to turn off
- Power on lighting console



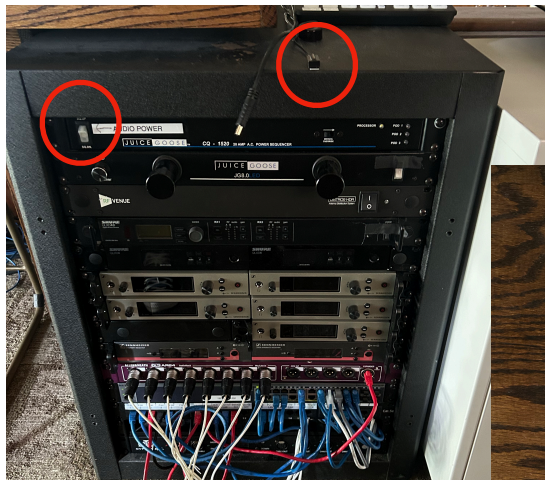
2. Power on MacStudio

3. Power on Rack / Audio Console

- Turn on white switch labeled “AUDIO POWER”

4. Power on Confidence Monitor

- Use remote labeled “TV”, aim at receiver on top of audio rack and press power button.



5. Power on Projectors

- Use “BENQ” remote. Aim at projector(s) and press power button. You should see the light on top of projector(s) turn green.



- **REMOTES:**
TV = Confidence Monitor
Emerson = Program Monitor
BENQ = Projectors

4. Login on MacStudio

- Password: fondren1

5. Assign Lighting Macros

- Drag and drop macro onto first slide of each song

6. Power Off MacStudio

- Quit all programs and applications
- Shut down computer

7. Power Off Confidence Monitor

8. Power Off Projectors

- Use “BENQ” remote. Aim at projector(s) and press power button.
- You should see a red prompt box on the screen asking if you want to power off. Press the power button again to power off completely.
- Make sure both projectors have been completely powered off.

9. Power Off Lighting Console

- Press “SETUP” button on console
- Select “QUIT” at top of screen
- Select “YES” to shutdown desk
- Select bottom button of lighting panel to power off all lights

