

SWITCHER OPERATOR

7:15- ARRIVAL

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

7:30- REHEARSAL

- Comms check
- Rehearse alongside Band & Vocal teams being sure to communicate regarding:
 - Camera shots for Camera Operators
 - Video elements with Graphics Manager
 - Audio levels with Audio Tech
- Pastor's mic

8:15- SERVICE PREP

- Check Pastor/Speaker's microphone
- Check Host's microphone(s)
- Partner with the Graphics Operator to check audio levels for all service videos
- Check pre-service audio and set screen to pre-service loop
- Clean area & set control room 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
- Final comms check
- 5 min pre-service, select "GO LIVE" at bottom right of Livestream Studio screen

9:30- SERVICES BEGIN

- Check to ensure service is streaming on website and is being recorded in ATEM.
- Set up shots by communicating with Camera Operators:
 - Always focus cameras on leader (if someone is about to lead, call for Camera 1 then call for the leader shot)
 - give cameras enough time to focus the shot before switching
 - if cameras are having to move frequently, instruct them to zoom out and recenter
 - for baptism, switch to Camera 2 first to give Camera 1 time to frame and focus
- Communicate with Audio Tech and Graphics Operator regarding audio and graphic needs

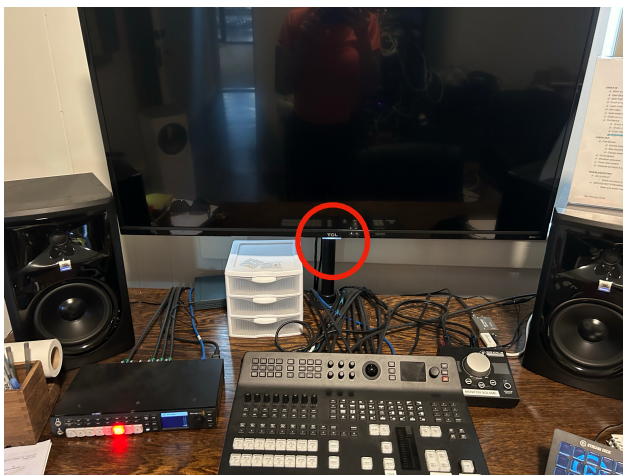
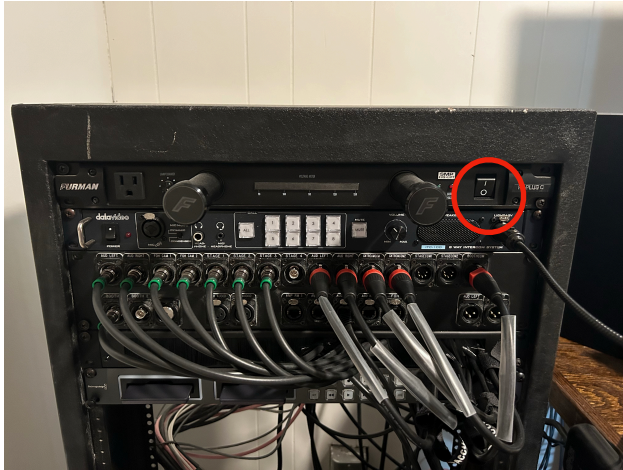
10:30- BETWEEN SERVICES

- Stop Live Stream
- Reset Service Info
- Communicate any edits or needs with the team & ready for next service

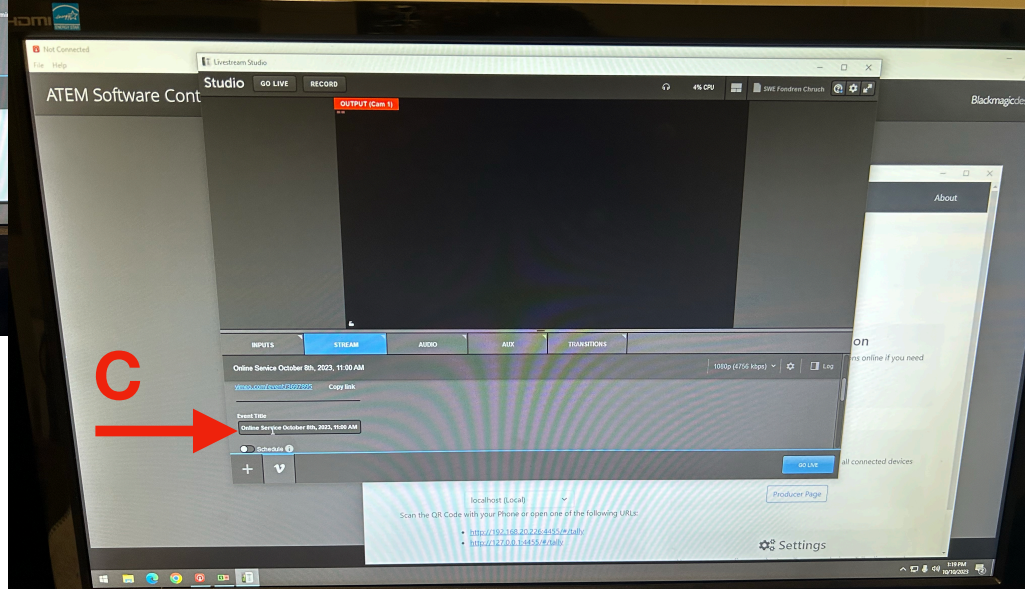
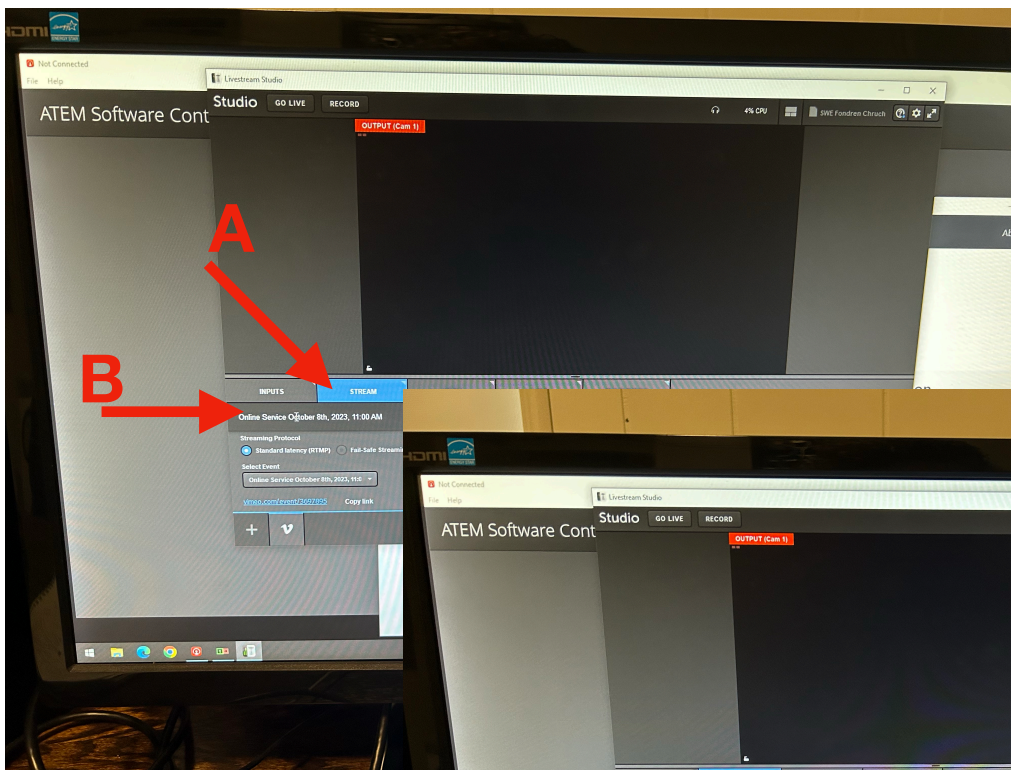
12:00- SERVICES CONCLUDE

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

POWER ON / OFF



- 1. Turn on Master Power**
 - Turn on master power by flipping power switch. This will send power to all equipment.
- 2. Power on Two Computers**
 - The power button to the iMac is in the bottom left rear of the monitor.
 - The power button to the PC is on the top left of the tower.
- 3. Power on Switcher Monitor**
 - The power button is located in the middle of the monitor just behind the indicator light.
- 4. Ensure all programs open/launch:**
 - LiveStream Studio (PC)
 - Tall Arbiter (PC) **must be open to second tab to communicate with Camera 3*
 - ATEM Control (PC)
 - ProPresenter (iMac)



5. Set Live Stream Info:

- Click “Stream” (A), enter correct date & time in top section (B) AND under “Event Title” (C) (example: **Online Service October 8th, 2023, 11:00 AM**)
- Be sure stream is set to “public” and click “update” at the bottom.

5. Check Website

- Go to www.fondrenchurch.com/live and check to ensure the Live Stream is linked correctly.
- If it is not showing up as the correct date & time, let the Production Director or Communications Director know.

6. Power Down Equipment

- Quit all programs on both computers
- Shut down PC & iMac
- Turn off Switcher Monitor
- Turn off Master Power switch

Camera Designations:

- Camera 1- Tight Shot
- Camera 2- Wide Shot
- Camera 3- Left Floor Shot
- Camera 4- Right Wall Shot
- Camera 5- Marshall Camera: PIANO/KEYS
- Camera 6- Marshall Camera: ELECTRIC
- Camera 7- Marshall Camera: DRUMS