

# **LARGE GROUP TECH VOLUNTEER CHECKLIST**

## **EARLY ARRIVAL**

- ☐ Turn on all equipment

### **AUDIO**

- ☐ Test speakers/volume
- ☐ Test all audio inputs
- ☐ Check battery levels on wireless mics (replace when low)

### **LIGHTING**

- ☐ Test lighting scenes/sequences
- ☐ Reposition lights

### **VIDEO**

- ☐ Load ProPresenter
- ☐ Test video output on all screens
- ☐ Ensure slide are present and working

- ☐ Troubleshoot Issues

## **PRE-REHEARSAL**

- ☐ Update weekend playlist for welcome/dismissal music
- ☐ Run through script, testing every video cue
- ☐ Run through script, testing every audio cue
- ☐ Run through script, testing every lighting cue

## **REHEARSAL**

- ☐ Document any changes to script
- ☐ Run through all cues one final time

## **SERVICE**

- ☐ Check volume levels before start
- ☐ Coordinate start time with producer/host

## **POST SERVICE**

- ☐ Evaluate issues and make adjustments for next service
- ☐ Begin loading slides for next week
- ☐ Turn off and put away all equipment