

# 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