Cheat Sheet   PRODUCER

CITYWIDE BAPTIST CHURCH

The producer is responsible for the service broadcast and the associated sound and vision at campuses, provides oversight of the production team on the day, and liaises with pastors and service hosts.

SETUP

Turn on the lighting PC	
Bring out the iPad	
Turn on the power point behind mixer (ATEM,PCs)	
Once Multiview is on, turn on the PCs and login	
iPad	Close all apps / browsers
	Run QLC+, select "Pre-Show", "Flouros Off"
Bcast	Check PC clock time (against GFX PC). Fix if needed.
	Run "ATEM Software Control" • Cameras: For cameras 5 & 6: set +18dB 1/60 6500K • Audio: Turn camera 1 and 2 audio on
	Update preservice ads • PCO: select this Sunday, locate preservice item, download attachment • vMix: CHANGE the preservice ads input, select downloaded file
GFX	Start Skype via browser shortcut, start call.
Turn on 3 projectors	
Check UMC22 interfaces (on top of each PC). • 12 o'clock / 12 o'clock / maximum	

PRE-SERVICE

Once LV connects, restart XKMC	
Ensure all GFX videos are tested (vision and sound)	
Ensure all LV soundchecks occur before 9.30	
9.29 vMix	Show pre-service ads
	Check key of first song in service
	Select 30min instrumental in same key
	Scrub until remaining time = countdown
9.30	Start streaming

Run-through meeting
- you need to understand the plan thoroughly to be able to lead the team, so interrupt, query, question and unpack as needed to:
- Understand every transition: exactly how each item will finish and what will happen next.

PACK UP

Don't allow ATEM turn off until PCs are shutdown	
iPad	QLC+: "Flouros On", "Shutdown" (page 3)
	Close all apps / browsers
Shutdown all apps, turn off the PCs	
Turn off the ATEM	
Turn off 3 projectors	
Return the iPad, put on charge	
Turn off the lighting PC	

PRODUCTION

9.59	ATEM: preview first camera shot vMix: preview ATEM
10.00	First ATEM: fade, then vMix: fade
When video is next	Advise sound and graphics, talk through transition
When camera is next	Advise cameras who is next so they can find the shot
During worship	Try and change shot with every slide change Cameras should quickly line up a new shot as soon as they are not on Encourage cameras to pan shots regularly
During talking	Try and change shot at least every minute A close up shot should be the most common Discourage both cameras framing exactly the same
Cross to LV	ATEM LV: preview next camera shot ATEM M: preview Tieline First ATEM LV: fade, then ATEM M: fade
Cross from LV	ATEM M: preview next camera shot ATEM LV: preview Tieline First ATEM M: fade, then ATEM LV: fade
Service end	vMix: preview logo ATEM: preview vMix First vMix fade, then ATEM fade