



Technical Directors Weekend Service Checklist

- Before Full Run Through**
 - Check PA
 - Check Projectors
 - Check Confidence Monitor
 - Check All inputs from the band
 - Check MC and Speaker Mics
 - Check All Videos (Audio and Video)
 - Check Broadcast Video and Audio
 - Check Foyer Video and Audio

- Pre Service - Before Countdown Starts**
 - DS Video and Audio in the Foyer

- Countdown**
 - Countdown Starts on Time
 - Countdown Video and Audio in the Foyer
 - House lights Bright, but not too bright
 - Audio Volume set to create energy
 - Countdown audio should increase in volume the last 20 seconds to keep building energy
 - Band should fade in with 5 seconds on countdown
 - Countdown plays all the way to zero seconds on the video

- Worship - Song 1 - Upbeat song**
 - Average Mix level around 90dba
 - Stage lights are high energy
 - House lights lower, but still bright enough for people to see their seats
 - Motion loops should match energy of the song
 - Two lines of text per slide maximum



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- Worship - Song 2 - Mid Tempo Song**
 - Mix gets slightly louder - 91-92dba
 - House lights intensity can decrease.
 - All moving lights stay on the stage or above the congregation
- MC Welcome**
 - Wait for MC to make the transition out of worship.
 - House lights up
 - Slowly work the band volume down.
 - MC Volume around 75-78dba
- Song 3 - Worship Song**
 - Audio increases to a 92-93dba
 - House and stage lighting same as song 2
- Song 4 - Big Worship Moment**
 - Audio increases if it fits the moment
 - House lights stay the same
 - Stage lights increase increase energy during the final Choruses and Bridges
- Flowtime**
 - House lights up
 - Band volume decreases
- Message**
 - Speaker volume averages between 72-75dba
 - House lights brought up so people can take notes
 - Keys cue should be heard, but not distracting
- Salvation prayer - This is the most important part of the service**
 - Minimize as many transitions as possible
 - House Lights lower
 - If the MC does Salvation, try to match volume of the stream and the MC's Mic
 - Do not change the graphic
- MC Close**
 - Leave everything the same - minimize transitions
- Post Service**
 - House Lights up
 - Graphic Switches to Post Service
 - Transition to Approved Spotify Playlist