

Production Checklist - Sunday Morning

Below is a checklist of items to ensure a smooth Sunday Morning experience.

Before Arrival (midweek)

- ? Check and listen to songs for the Service
- ? Take note of who is rostered on for the morning

Upon Arrival (8:30am)

- ? Turn on and test audio system
- ? Turn on projectors
- ? Turn on cameras

Soundcheck (8:45am)

- ? Soundcheck each instrument (usually starting with drums)
- ? Soundcheck vocal microphones
- ? Soundcheck MC microphones

Run-through (9:00am)

- ? Take specific note of song transitions
- ? Check recording media and livestream setup/audio

Media Checks (9:40am)

- ? Test any videos and media required for the morning

Pre-Service Prayer Meeting (9:45am)

- ? Run audio for the pre-service prayer meeting
- ? Generally, using piano audio from ProPresenter

Production Meeting (10:00am)

- ? Attend the production meeting
- ? At the conclusion of the meeting set BG music for pre-service

Start Recording & Livestream (10:10am)

- ? Start livestream
- ? Start recording

Ready for Service (10:23am)

- ? Start 5-minute countdown at 10:25am
- ? Transition from Spotify to ProPresenter audio with 2-minutes to go.

Revision #1
Created 2026-03-26 23:12:53 UTC by Bevan Kay
Updated 2026-03-26 23:44:14 UTC by Bevan Kay