Lights   **Core value / essentials for media team A**

1. For a one color background (red) use the same color lights (red)

2. Two color background use only the same colors as on the back ground

3. Tempo speed 40 on fast songs 30 on slower songs (match the tempo)

4. Turn on fog during countdown 1 min before worship

5. During sermon black out all stage lights, Click on "Color Fix" to turn down stage lights

6. Push BO button (Black Out) to turn off yoke lights (never put lights in the audience)

7. Never move lights during prayer or talking between songs

8. During closing prayer turn on only stage lights. Go to color mix turn up all colors to make white.

9. Closing song do not use fog (lights should never distract from worship)

Computer (Media Shout)

1. Make sure all font is 36 Ariel Bold all same size for each slide

2. If fast song use fast background slow song use slow back ground

3. In every worship set use Red, Green, Blue, backgrounds.

4. Computer person is responsible for showing video clips before and between services

Soundboard

1. Make sure the band can hear themselves in the front and back monitors

2. The goal is to have a good and balanced sound in the congregation area.

3. During practice walk up to the stage area to hear what the band is playing

4. During practice walk around in the congregation area to hear what the audience hears.

5. Use the DB meter to make sure the sound is never over 100db (even on stage)

Essentials for media team B (upstairs)

Cameras –

1. Topside cameras zoom slowly

2. Make sure all camera setting are full gain and white balance

3. Focus on soloist as needed.

Switching – (leader for B team)

1. Make sure all camera people are in there place during countdown

2. Make sure debut program is running (Hit Record 1 min during countdown)

3. Start recording audio with "R16" next to soundboard. Stop after worship.

4. Know which song will be live feed, communicate with Kramer switcher

5. Switch each camera shot every 4 seconds. Rotating each viewpoint. Capture each person on stage with equal time.

6. Immediately following countdown clock, turn off all auditorium lights.

7. Never use effects on live recording. Save that for post editing.

8. After worship turn off "Debut" system (Hit Red Button) on screen

9. After the closing prayer, during closing song, turn auditorium lights back on

Editing – (sony vegas / post editing)

1. Mix audio and give balance to every track.

2. Add lyrics for worship songs. Use logo for book ends and solo's.

3. Use audience and light patches to cover any mistakes.

4. Render in MP4 for youtube and AVI for Mediashout.