

## **Topside Camera Team**

1. TURN ON GREEN POWER STRIP ON STAGE NEXT TO SMALL CAMERA
2. SET CAMERA TO "VIDEO" MODE
3. TURN OFF "DEMO" MODE
4. GO UPSTAIRS, TURN ON ALL EQUIPMENT  
(COMPUTER, CAMERAS, MONITORS, R16s, ETC)
5. SET CAMERAS TO "AUTO"
6. SET CAMERAS TO "SUNSET" MODE
7. MAKE SURE MEDIA EXPRESS IS READY TO CAPTURE
8. MAKE SURE AUDIO IS ENGAGED ON LAPTOP SWITCHER PROGRAM,  
TURN DOWN AUDIO ON DESKTOP COMPUTER
9. MAKE SURE ALL 3 CAMERAS HAVE SEPARATE VIEW OF BAND
10. MAKE SURE ALL TRIPODS ARE SECURED
11. ENGAGE SOFTWARE AND CAPTURE EACH EXPERIENCE
12. ZOOMING AND PANNING ON CAMERAS BY OPERATORS  
MUST BE SLOW AND STEADY
13. SWITCH VIEW EVERY 3-4 SECONDS

## **EDITING**

1. CAPTURE AUDIO USING BOTH R16s –TEST DURING SOUNDCHECK
2. AFTER CHURCH EXPERIENCES, TRANSFER WAVE FILES FROM SD CARD TO  
SONY VEGAS, OR GIVE FILES TO AN OUTSIDE STUDIO.  
(MUST BE RETURNED BY TUESDAY).
3. LINE UP VIDEO AND AUDIO "EXACTLY" FOR EACH SONG
4. USE "FADE IN" AND "FADE OUT" FOR EACH SONG
5. IMPORT LYRICS FOR EACH SONG AND USE LOGO PERIODICALLY
6. CHECK FORMATTING FOR WIDESCREEN AND  
RENDER AS 16X9, hd, MP4/1080i
7. POST TO YOUTUBE AND ARCHIVE IN (2) FORMATS - AS MP1 FOR PEGASYS?
8. PREVIEW WITH BAND ON WEDNESDAY PRIOR TO PRACTICE
9. USE TEAM INPUT FOR CRITIQUE, CORRECTIONS, AND ADJUSTMENTS