

# PRODUCER

## JOB DESCRIPTION

This person is responsible for making sure everything is running smoothly and the volunteers have what they need. This person should be familiar with each station's position as well as know what to do if something breaks or goes awry. They set up and support the team running service, as well as be on headset to give quick commands if a ball is dropped. Should be familiar with how the service should run and able to answer any questions about what's going on.

## PICK UP PAPERS FROM COPY ROOM

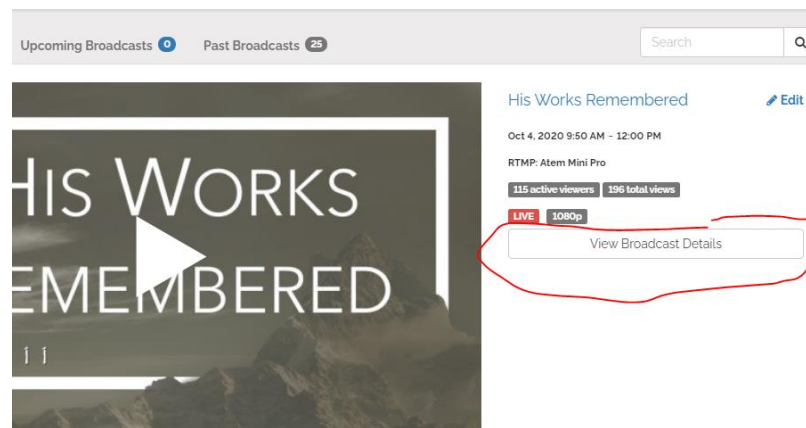
- a. Sermon manuscript
- b. Service order copies
- c. Set down the orders at each station

## TURN STUFF ON

- d. Log into the computers, Jackal, Elite & Abednego laptop
  - i. Log in as user: , password:
- e. Two confidence projectors & Center projector (Main screen remote)
- f. All the TVS (little remote)
- g. Sound board TV (center round button on back, right hand side)
- h. Guilty Spark camera controller (flip switch on the left hand side)
- i. The Reclaimer Switcher (behind the monitor is a powerstrip)
- j. Keith will come to turn on lights

## LOG INTO PROGRAMS

- k. On ELITE & JACKAL computers, start Proclaim. File → Open Recent → the date
  - i. Jackal gets the STREAM version of the date
  - ii. Elite gets the LIVE version
  - iii. Click the "ON AIR" button on the top, right hand side of each
- l. On the Abednego laptop, open boxcast.com. Accept the cookie terms and click the login.
  - i. Username is **PW** is
  - ii. Click on the upcoming broadcasts → "View Broadcast details" (if you can't see them already)



## TEST THE LIVE STREAM

- m. On JACKAL computer, open the ATEM CONTROLLER
- n. Click "file" → "restore" → Open the "Streaming.XML" load all settings.
- o. Click "On Air"
- p. On the laptop Abednego, wait 20-30 seconds for the green light next to **The Reclaimer** to go on. Facebook and Youtube will not go green until we begin.
  - i. \*\*If the light doesn't go on after a minute, check the Stream button on **The Reclaimer**. If it is flashing instead of solid red, give Dannie a call at 719-360-4800.

## PRE-SERVICE BRIEFING

- i. Go through the service order with the team and highlight each item. Remind them how it should look and highlight anything unusual going on in and ask for any questions.

## THE PRACTICE AND PROGRAM

- q. Watch to make sure everything is going smoothly, and everyone is following the service order. If you see something off, say something
- r. Pay attention to the Live Service controller station...make sure that what is going out to the wings is right...ie, at the sermon points, he should switch from cam1 to **Elite** to match the screen
- s. Make sure the director remembers to KEY the words or verses on the screen at the appropriate times, and turns it off at the appropriate times

## STOPPING THE STREAM

- t. At the end of the organ song
- u. On the Abednego laptop, click the "Stop stream", then confirm.

## SHUTTING IT DOWN

- v. Turn off the TV's, log out of the computers (do **NOT** turn them off) close the Abednego laptop
- w. Turn off the projectors
- x. Turn off the power strip, turning off the Reclaimer
- y. Turn off the camera