**Control room – BoW preservice check list**

Director is responsible for checking this off

* Check position of monitor in eastern transept
* Check recorder is on and has the correct date
* Check all monitors (from vision switcher) are working (4)
* 2 control room - preview and program
* one at the operations area in the church
* one in the back room for audio recording checker.
* Running list loaded and displays on both screens
* Desktop computer on the floor at west end of bench.
* USB input on front panel.
* only has one video output so both screen will always be the same.
* Check PinP presets are correct (macros are used to reset this)
* Check input 4 is working (Computer) - (On "old mixer" ensure channel 4 is selected )
* All intercoms are working
* Check the colour of the picture coming from all the cameras. (3200K)
* Check aspect ratio of all cameras:
* Check all intercoms
* Check camera cards are fitted and sufficient recording time is available(not cam 7)
* The overview camera is ok
* All Cameras - check for background distractions
* Check flower locations
* Set control room volume
* Remind all camera to start internal recording by 9:27am
* Start recorder in the control room

**Post service check list**

* Turn off recorder and remove card
* Remind camera operators to turn off recording and remove cards.