**Control room - check list – Updated 28 Aug 2021**

Vision Director is responsible for ensuring this is checked off.

**Pre-service**

* Check position of monitor in western transept and that it is working
* Check all Ops monitors (from vision switcher 4K) are working (4)
* 3 control room – Multi view preview(2) and program (centre)
* one at the operations area in the church - projection
* The Multiview screen from the ATEM Mini Pro is working
* Restore latest save on ATEM 4K
* Check PinP preset Top of screen are correct (Key 1)
* Check lower thirds are correct (Key 2) including the text is correct.
* Check P In P preset for Key 3 and it is what you require
* Check Key 4 if in use.
* Check inputs on ATEM 4K is working (Computer + 4 Cameras)
* Check still image on ATEM Mini Pro is correct.
* Check on ATEM Mini that audio for channel 1 & 2 are set for “AFV”
* Check that FTB on both ATEM’s are not active
* Check all cue start lights are working Piano, Projection, Audio and Control room.
* Check record drive is plugged into the ATEM Mini Pro
* Ensure correct “streaming key” is loaded into the ATEM Mini Pro
* Intercoms not being used – volume turned to zero
* Camera 5 (not staffed) is set to what the vision director has requested.
* Check the colour of the picture coming from all the cameras.
* Check camera cards are fitted and sufficient recording time is available(not cam 7)
* All Cameras - check for background distractions
* Check locations of Flowers and lectern etc.
* YouTube – 2 sessions open
* Ensure that the YouTube is monitoring the advertised link.
* All intercoms are working – Including audio and projection
* Check audio to control room from audio mixer.
* Set control room volume
* Check with Audio and Projection that they are ready to start.
* Remind all camera to start internal recording by 9:24am

**Post service check list**

* Turn off recorder (ATEM Mini Pro)
* Remind camera operators to turn off recording and remove cards.