## Date of Service: \_\_\_\_/\_\_\_\_/20\_\_\_

## dd/mm/yyyy

## 30 minutes or more before Service Start

“Inside Booth Setup”

* Ensure there is a working pen/pencil available for your use before and during the service
* Obtain bulletin for today’s service from table at sanctuary entrance
* Turn Projector Source to “Rear Computer”
* Turn on PC Power Bar
* Turn on Power to Projectors Switch on Wall to Right of PC
* Turn on Projectors using remote and aiming at RF Repeater (Use remote marked “Both Projectors”; RF Repeater is mounted on the window frame to the right of the sliding window)
* Turn on PC
* At Login Screen, input password for Control Room Computer

**After Windows has completed its start up,**

* Open a web browser and check to see if internet connectivity has been established
  + If Yes, go to
  + If No, you will need to obtain a key for the receptionist office to reset the modem and router. Resetting is done by pulling out the power connection from the router and leaving it out while removing the power connection from the modem. Once both have been disconnected wait 15-20 seconds, then reinsert first the modem connection then the router connection. Once all the lights on the modem are back on, you can return to the Sound Booth
    - Check for internet connectivity again, if successful proceed to next step; if unsuccessful repeat above procedure.
* Double click on EasyWorship icon
* Check rear screen to ensure its displaying same information as front screen
  + If displaying a setup/test screen, then using remote marked “Rear Projector”, press the Enter key once
  + Wait 10 seconds then check rear screen again
  + If correct information is displayed, continue to next step
  + If still incorrect, repeat these steps ensuring a full 10 second wait
* Open Schedule for today’s service (in folder named with service date, i.e. November 3, 2013)
* If anything needs to be imported to the Control Room database do so
* Do a run through of each slide/PowerPoint to ensure they project properly (i.e. properly spaced within screen frame, nothing falling off slide to top, bottom or sides
  + If they do not project properly, check computer settings for display adapter in Windows; settings should be 1280x960 for front screen.
  + If front screen resolution is set properly yet slides do not project properly, make any needed changes to the Screen %, Text % and Bleed % as noted below.
    - Screen % - Left 1%, Bottom 1%
    - Text % - All settings at 0%
    - Bleeding % - Left 1%, Bottom 2%
* Go Live on the Announcements
* Confirm slides are changing per transition settings
* Compare EW Schedule with Service Order in Bulletin to ensure they are consistent. Make note of any inconsistencies to discuss with minister (overall order) or music director (specific hymns or worship songs) as needed.

“Outside Booth Setup”

* Locate the church’s **music director**, introduce yourself as today’s projectionist and ask for them to accompany you back to the booth to ensure hymns are in proper order and that they have been set up in song files properly (verse/chorus order and wording).
* Once order and wording has been confirmed, make any necessary changes to the EW schedule and save Schedule
* Speak with **Sound Operator** to inform them of any DVD or video segments that will need to have the computer sound on

## Five (5) minutes before Service Start

* When you have an offering envelope with you, please give it to an attending usher prior to the start of the service
* Close door to Control Room
* Pray with Sound Board operator over the service and both your duties during the service

## During the service

When the minister prepares to address the congregation, engage the Logo Screen, end the PowerPoint Announcements presentation and queue up the next set of slides in the Preview pane of EW.  
  
**Use this approach of engaging/disengaging the Logo Screen throughout the service.**

**Stay focused on the service** and minimize conversation in the booth to only what’s needed to ensure a smooth worship experience for the congregation.

**As each part of the service is completed, put a check mark beside it in the bulletin**. Then if you do get distracted for whatever reason during the service, you can quickly see where you should be in the order of activities.

## Close of the Service

* At the end of the last hymn, engage the Logo Screen and leave it on until the sanctuary is empty or almost empty.
* Make notes on what went well or needs improvement and communicate those thoughts to the team during the week (well before the next service).
* Disengage the Logo Screen
* Close EasyWorship
* Shut down the PC
* Using the remote marked “Both Projectors” put them into standby mode (by pressing the Standby button twice) to allow the projection bulbs to cool properly. They will also stop displaying any information.
* Turn off the Power Bar
* Go get a cup of coffee and chat with someone
* Check the lights on the projectors to see if they are off; if they are then turn off the Projector Power wall switch to the right of the EW operator position in the Control Room. If the lights are not off, and you need to leave, then it is not necessary to turn off the wall switch.
* Ensure that the Control Room has been or will be locked

## Background Setup Information

**Logo Screen**

Currently we are using a simple blue screen, once our work flow has become consistent we will look to adding a new Logo Screen.

**EasyWorship Shortcuts**

On page 15 of the EasyWorship Manual is a list o hotkeys that can be sued for slide control. They can make the task of moving through songs much easier and each EW operator should become familiar with them.

**Projection Screens:**

Resolution of both front and rear projectors is 1280x960 (a 4:3 aspect ratio variant). In Display Settings on the Computer this resolution must be selected for slides/powerpoints, etc. to display properly

**Screen Margins Default**

Top: 0%; Bottom: 1%Left 1%; Right: 0%

**Text Margins**

Top: 0%; Bottom: 0%; Left: 0%; Right: 0%

**Bleed Margins Default**

Top: 0%; Bottom 2%; Left 1%; Right: 0%

**NOTE:**

Above percentages will **NOT** apply if screen resolution is set differently from above and a 4:3 aspect ratio has not been used in PowerPoint slide setup.