

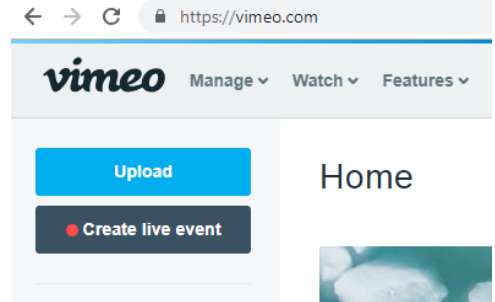


BCBC Audio/Visual Tech Checklist

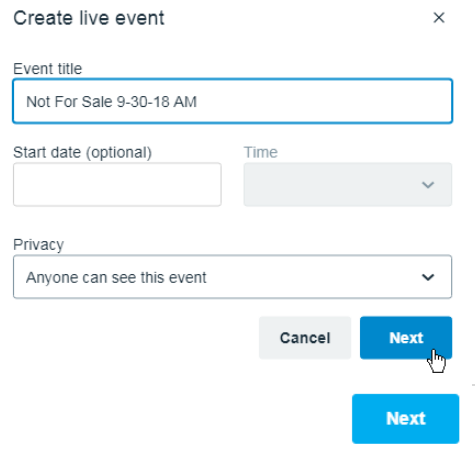
Lyrics	
Pre-Service <ul style="list-style-type: none"><input type="checkbox"/> Countdown Loaded<input type="checkbox"/> Announcements Video Loaded<input type="checkbox"/> Worship Song Lyrics Loaded: verify the text doesn't exceed slide space<input type="checkbox"/> Sermon Slides Loaded: verify each slide has no more than 3 lines of text<input type="checkbox"/> Invitation Song Lyrics Loaded: verify the text doesn't exceed slide space<input type="checkbox"/> Inform Audio Tech of Videos<input type="checkbox"/> Verify Computer Sound is Turned Up<input type="checkbox"/> Turn off Hall or PC Music when Countdown Ends	Post-Service <ul style="list-style-type: none"><input type="checkbox"/> Start Announcement Slides
Stream	
Pre-Service <ul style="list-style-type: none"><input type="checkbox"/> Setup Live Stream (instructions on back)<input type="checkbox"/> Start Streaming when countdown begins<input type="checkbox"/> Start Recording<input type="checkbox"/> Test Stream after going Live (when service begins and when Bro Phil speaks)	Post-Service <ul style="list-style-type: none"><input type="checkbox"/> End Live Event in Vimeo<input type="checkbox"/> Stop Streaming<input type="checkbox"/> Stop Recording
Cameras	
Pre-Service <ul style="list-style-type: none"><input type="checkbox"/> Install camera batteries<input type="checkbox"/> Verify cameras are operational, in-focus, and set white balance	Post-Service <ul style="list-style-type: none"><input type="checkbox"/> Turn off Cameras<input type="checkbox"/> Recharge Camera Batteries
Audio	
Pre-Service <ul style="list-style-type: none"><input type="checkbox"/> Turn off Background Music when Countdown Ends	Post-Service <ul style="list-style-type: none"><input type="checkbox"/> Turn on Background Music
Lights	
Pre-Service <ul style="list-style-type: none"><input type="checkbox"/> Set Lights	Post-Service <ul style="list-style-type: none"><input type="checkbox"/> Turn Off Stage Lights
Other	
Pre-Service <ul style="list-style-type: none"><input type="checkbox"/>	Post-Service <ul style="list-style-type: none"><input type="checkbox"/> Plug in iPads

Live Stream Setup

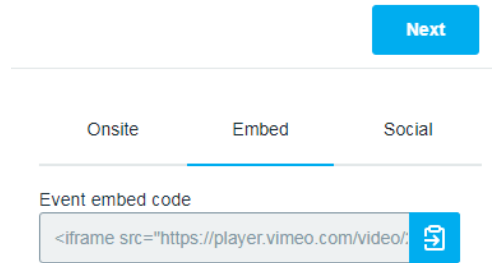
- Open Google Chrome
- Go to <https://vimeo.com/>
- Log into Vimeo
 - Email address: webteam@booneschapel.org
 - Password: boones1234chapel1234
- Click **Create Live Event** in the upper, left corner



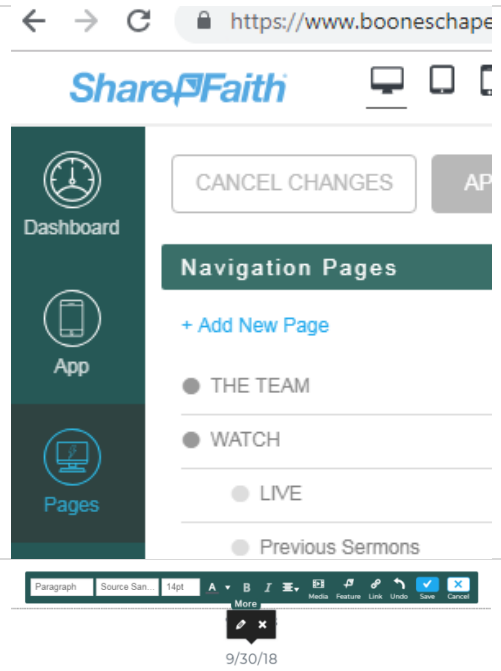
- Enter the **Event Title** – the naming convention should be the sermon title and today's date formatted as MM-DD-YY AM/PM
- Leave the **Start date** and **Time** blank
- **Privacy** Should be Set to Anyone can see this event
- Click **Next** in the lower, right corner



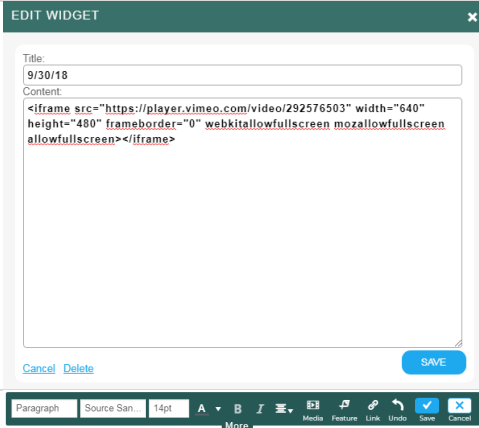


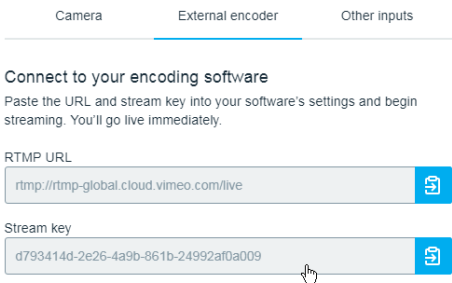
- Click **Embed** near the upper, right corner
- Copy the **Event embed code** (click in the gray area to copy)
- Click **Next** in the upper, right corner



- Open a second tab and go to <http://www.booneschapel.org/login>
- Log into ShareFaith
 - Username: Admin
 - Password: B@@ne51234!@#\$ (The last 4 are shift 1234)
- Click on **Pages** on the left side of the screen
- Click the **LIVE** sub bullet under WATCH



- Click on the date above the video (mouse pointer will turn into a pencil shape indicating edit mode)
- Click the date again, then click the pencil icon (edit button)

<ul style="list-style-type: none"> In the Edit Widget, change the Title to today's date formatted as MM/DD/YY In the Content section, paste the Event embed code that you copied from Vimeo Click Save in the lower, right corner 	
<ul style="list-style-type: none"> Click the blue Save button above in the area above the date 	
<ul style="list-style-type: none"> Return to Vimeo In the upper, right corner, click Next 	
<ul style="list-style-type: none"> Click Input Settings in the upper, right corner of the video area Click External encoder Copy the Stream key (click in the gray area to copy) 	
<ul style="list-style-type: none"> Open OBS Studio (icon on the desktop) Click File then Settings then Stream Paste the Stream Key Click Save 	
<ul style="list-style-type: none"> When the countdown begins, click Start Streaming and Start Recording in OBS Studio Vimeo should automatically begin streaming live 	
<ul style="list-style-type: none"> When the service ends, click End Event in the upper, right corner of Vimeo Click Stop Streaming and Stop Recording in OBS Studio 	