**VIDEO**

**PALM GROVE**

**Pre Service**

☐ Set up all equipment after service briefing

☐ LED screens

☐ Grey switches and circuit breakers at the back of video room

☐ Recording computer

☐ Processors

☐ Projectors

☐ Cameras

☐ Bring down the two ceiling screens

☐ Project slides on left screen (facing the screens)

☐ Project Planning Centre on right screen (facing the screens)

☐ Check whether recording works

☐ Test lyric videos; ensure they show up on screen

☐ Run Cam 2 cables over to the other end of the stage and charge the portable battery

☐ White balance both cameras for both praise setting and sermon setting

☐ Ensure left projector shows GP while right projector shows planning centre

☐ Familiarize self with transitions and rehearse switching of screens during worship rehearsal

For VL services,

☐ Ensure we are receiving/sending correctly by checking the VC channels on the video room

soundboard

☐ Go to website 10.10.6.202 (Username: operator // Password: simlim123)

☐ Ensure SDI1 is on the live channel (which should be mobile stream 1) while SDI2 on

Mobile stream 2 (multiscreen)

**☐** Adjust sound levels according to SD’s direction

**During Service**

☐ Start recording by pressing capture on Blackmagic (At 4.28pm). Record the whole duration of the service.

☐ Take dynamic shots using both camera 1 and 2 during praise and worship

☐ Ensure camera 1 is at ¾ (Mid Wide) Shot during sermon. Follow the preacher, and pan only if

the preacher walks out of the frame.

☐ Project GP/Lyric Video on the middle screen, live cameras on the side screens.

For VL services,

☐ If we are live, send over Cam 1’s shot to the non-live sites.

**☐** If we are live, throw up multiscreen on preacher TV

☐ If we are non-live, send our crowd shot (Cam 2) capturing the main middle sector.

**Post Service**

☐ Stop recording by pressing ‘Capture’ on Blackmagic

☐ Rename the file PGYYMMDDYE

☐ Upload the file onto regional servers

☐ Upload the file onto [videotheedge@gmail.com](mailto:videotheedge@gmail.com) google drive

☐ Turn off all cameras, LED screen, TV, projector and switches at the board

☐ Turn off all the switches at the AV room circuit board

☐ Turn off the ‘Projector’ switch at the circuit board behind the stage

☐ Retract both ceiling screens

☐ Keep cameras back in their respective bags

☐ Throw away all trash in AV room

☐ Ensure AV room’s aircon is left **on** before leaving

**VIDEO**

**JACKSON SQUARE**

**Pre Service**

☐ Turn on switches and circuit breakers

☐ Turn on LED screen

☐ Turn on TVs

☐ Turn on Video board

☐ Turn on recording computer

☐ Turn on Projectors

☐ Put up planning centre

☐ Set up cameras

☐ Check whether recording works

☐ Ensure worship computer for lyric videos is connected and working

☐ Set key 1 for overlay settings

☐ Charge camera batteries

☐ White balance both cameras for both praise setting and sermon setting

VL

☐ Ensure tampines VC system settings are correct

☐ ensure we are receiving/sending by checking the VC channels on the video room

soundboard

☐ Go to 10.10.8.202, username: operator, password: simlim123

☐ Ensure SDI1 is on the live channel (which should be mobile stream 1) while SDI2 on Mobile

stream 2 (multiscreen)

**☐** Adjust sound levels according to SD’s direction

**During Service**

☐ Start recording by pressing capture on Blackmagic. Record the whole duration of the

Service (At 4.28pm)

☐ Take dynamic shots using both camera 1 and 2 during praise and worship

☐ Ensure camera 1 is at ¾ (Mid Wide) Shot during sermon. Only pan if preacher walks out of

the frame, otherwise centre the shot on pulpit

☐ Ensure P&W lyric video/background overlay with lyrics

☐ For VL service, send over the Camera 1 shot if live.

**☐** Send the crowd shot if non-live

**☐** If we are live, throw up multi screen on preacher TV

**Post Service**

☐ Stop recording by pressing capture on Blackmagic

☐ Rename the file JSYYMMDDYE

☐ Upload the file onto regional servers

☐ Upload the file onto videotheedge@gmail.com google drive

☐ Turn off all cameras, LED screen, TV, projector and switches at the board

☐ Set Cam 1 back to original position

☐ Keep Cam 2 back into the storeroom (if sunday morning is live, leave it on stage)

☐ Make sure to set back 20x20 (audience and speaker TV, recording, video link, etc)

☐ Place cloth back over cameras

☐ Place cloth back over sound board in video room

**VIDEO**

**RUBIKON**

**Pre Service**

☐ Turn on switches and circuit breakers

☐ Turn on LED screen  
☐ Turn on TVs

☐ Turn on Video board

☐ Turn on recording computer

☐ Turn on Projectors

☐ Set up cameras

☐ Check whether recording works

☐ Ensure worship computer for lyric videos is connected and working

☐ Charge camera batteries

☐ White balance both cameras for both praise setting and sermon setting

☐ Put up planning centre  
☐ Use PC1 to patch the projectors and LED screens

VL

☐ Ensure tampines VC system settings are correct

☐ ensure we are receiving/sending by checking the VC channels on the video room soundboard

☐ Go to 10.10.6.202, username: operator, password: simlim123  
☐ Use the soundboard at level 4 to control the individual channel’s volume

☐ Ensure SDI1 is on the live channel (which should be mobile stream 1) while SDI2 on Mobile

stream 2 (multiscreen)

**☐** Adjust sound levels according to SD’s direction

**During Service**

☐ Start recording by pressing capture on Blackmagic (At 4.28pm). Record the whole duration of

the service.

☐ Take dynamic shots using both camera 1 and 2 during praise and worship

☐ Ensure camera 1 is at ¾ (Mid Wide) Shot during the sermon. Panning is not required for cam

1 as CCTV will be used if the preacher walks out of the frame

☐ Ensure P&W lyric video/background overlay with lyrics

☐ For VL service, send over the Camera shot if live.

**☐** Send the crowd shot if non live

**☐** If live, throw up multi screen on preacher TV

**Post Service**

☐ Stop recording by pressing capture on Blackmagic

☐ Rename the file RBYYMMDDYE

☐ Upload the file onto regional servers

☐ Upload the file onto [videotheedge@gmail.com](mailto:videotheedge@gmail.com) google drive

☐ Turn off all cameras, LED screen, TV, projector and switches at the board

☐ Put back the cameras in the cupboard of the video room

☐ Place cloth back over video board