COTK PRODUCTION CHECKLIST
Team Leader: Daniel Smith
Position: Camera Operator (CamOps)

- **Before Service**
  - Arrive on campus 1 hour prior to rehearsal start time.
  - Inspect and start camera at assigned position
    - Remove lens cap
    - Turn camera on
    - Confirm all controls. Focus, Zoom, Gimbal, etc.
  - Check GoPro display to ensure On Screen Display (OSD) is removed
  - Get headset from booth with a fresh battery
  - Be in position 15 minutes before service.

- **During Service**
  - Countdown
    - Confirm communication with Video Switcher
  - Worship
    - Drive camera focus and zoom according to standards established and maintained by COTK
    - See [Camera Framing and Shot Taking|TBD]
  - Speaker
    - Fixed camera positions remain in place
    - Mobile camera positions return cameras to booth and cycle batteries

- **After Service**
  - Return all mobile camera gear to booth and charge batteries
  - Shutdown cameras
  - Replace lens caps
  - Return headset to booth