

# COTK PRODUCTION CHECKLIST

Team Leader: Connor

Position: Lighting



Please arrive on campus one hour prior to the beginning of rehearsal.

- **Startup Checklist**

- Turn on Lighting Mac Mini (power button is on back right of computer)
- Computer Passcode: 12345
- Open up the “Vista” app (should open automatically)
- Make sure the “Sunday Morning” cuelist is open.
  - Press “Edit” on the bottom
  - Search “Sunday Morning”
  - Click “Sunday Morning”
- Go through the cues and make sure there are no issues or errors. (Glitches, unwanted Effects/movement, etc)
- Have haze running for rehearsal at 6:50am

- **Before Service**

- Attend production meeting in green room at 7:45
- Be in position 15 minutes prior to service start.
- Have haze running 8 minutes prior to service start time.

- **During Service**

- Turn the haze off at the beginning of the last song.
- Make sure to go to the “Band Up” cue when the band is on stage during the message.

- **After Service**

- 10 minutes after the end of service, cycle the console back to the “Pre-Service” cue. (Press the GO button until you are back at the beginning of the cuelist.)
- Have haze running 8 minutes prior to the next service start.

- **After All Services/Teardown**

- Begin teardown 15 minutes after the last service.
- Quit the “Vista” Application (Press “Vista” in the top left corner and press quit. Save the cuelist if it asks you.
- Shut down the computer (Press the Apple logo in the top left corner and press shut down)
- You’re done! Thank you for serving this Sunday. Have an amazing week!