COTK PRODUCTION CHECKLIST
Team Leader:
Position: Online Audio

- **Before Service**

  - Turn on computer
  - Open Protools
    - Only open after FOH is all booted up
  - Verify I/O is correctly routed
    - Output 1
      - Soundgrid 127-127
        - Feed to Online
    - Output 2
      - Mon L R
        - Feed to the room
    - Input routed from waves soundgrid
      - See patch sheet for correct input
  - During rehearsal
    - Set vocal keys for each song
      - Listed on planning center
    - Mix rehersal

- **During Service**

  - Be in position 10 min before service
    - Verify audio is streaming to online
  - Mix service
  - End of service
    - Make sure band goes up at the correct time
  - Reset for next service

- **After Service**

  - At the end of the day
    - Shutdown computer
      - Do this before FOH is shutdown

- **Additional Info**

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