COTK PRODUCTION CHECKLIST
Team Leader:

Position: ProPresenter

- **Before Service**

    - Verify worship lyrics are correct
    - Verify speaker message is correct
        - Make changes if need be
    - Verify CD video / message bumper / announcement video are in ProPresenter and are working correctly
        - Verify all videos are the correct version

- **During Service**

    - Be in position 10 min before service
    - Verify CD starts correctly
    - Run lyrics during service
    - Run message slides during the message
    - At the end of each service start spotify for house music

- **After Service**

    - At the end of the day
        - Shutdown computer

- **Additional Info**

    -