

Production Team – Proclaim (Slides)

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Required duties

Sunday 8:30am rehearsal

- Use the remote in the sequencer cabinet to turn on the projectors
- Power on the PC
- Start Proclaim and open the slideshow for the current service
- Run through slides during rehearsal and monitor for discrepancies
- Double check lyrics with hymn players

Sunday 9:30am walkthrough

- Get service order printout
 - Establish a method for determining when slides need to be advanced
 - Ask questions when necessary
 - Bring attention to other issues with Proclaim
- Double check lyrics with hymn players

Sunday 9:55am service

- Start/end Spotify for prelude music if applicable
- Advance slides at appropriate times in accordance with service order
- When going out of order, find the correct slide using the scrolling bars and then click into the correct slide
- Shut off projectors at the end of the service
- Shut off the PC at the end of the service
- Turn off the lights in the balcony at the end of the service

Branding

- Slides and slide sections should be labeled in a manner consistent with the service order
- Slides should be consistent with seasonal color schematics
- Avoid making unnecessary slide changes during the service
 - When going out of order, find the correct slide using the scrolling bars and then click into the correct slide
 - Scrolling wheel can be used in place of scroll bar
 - If the slide works with what is happening in the service, it is best to leave it on that slide until the next natural transition, even if the slide is technically in the wrong spot
 - It is often better to have a blank screen than to leave the presentation on the wrong slide

being + becoming more like Jesus