

Production Team- Producer (Livestream)

Version 0.1, Last edited: 10/19/2022, Connor Lane

Required duties

Sunday 8:30am rehearsal

- Turn on the MacBook
- Power up the Canon camera (Balcony)
- Startup OBS
- Make sure OBS is receiving sound and video on all necessary channels
 - If it's not, make sure all the cords are securely plugged into the MacBook
- Make sure all MacBook cables are fully plugged in
- Make a short recording of the service to check sound balance
 - Share with Sound person

Sunday 9:30am walkthrough

- Get service order printout
 - Make note of transitions
 - Where do cameras need to be focused during each part of the service?
 - Ask questions and bring up any issues with livestream that need attention

Sunday 9:50am service

- Open OBS
 - Click "Start Recording"
 - Click "Start Streaming"
- Open up Vimeo,
 1. Log into Stream@peace-eagan.org
 2. Password: Karlbarth\$1985
 3. Go to "Live Events" (left side)
 4. Click "Sunday Worship"
 5. Click "Manage Production" (top right)
 6. Click "Stream With RTMP" ←
 7. **At 9:55am**, click "Go Live" or "Send to Stream (Depending on which shows up)
 8. Check the stream on the peace church website (usually check it on your phone)
 9. **Make sure the stream has sound** and is working properly
 10. If not, restart the stream, but click "Stream With Vimeo" Instead
 11. If issues persist, repeat steps 6-10 until it works
 12. If issues cannot be resolved, make sure OBS is recoding and upload that recording after the service (see later)

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Sunday 9:50am service (continued)

- Run cameras throughout the service
- Switch video feeds as appropriate
- Make sure the sound is not peaking (entering the red zone)
- Change the visibility of windows as appropriate
- End the stream
 1. Click "End Stream" on OBS
 2. Go to the homepage on Vimeo and click into the most recent video under "Recent Videos"
 - **If the Vimeo recording is not working, or not showing up, follow these steps**
 - I. Go to OBS and Click "File", "Show Recordings"
 - II. Switch over to VIMEO and from the Homescreen, click "New Video" in the top right corner
 - III. Click and drag the recording from OBS into the box that just appeared in Vimeo.
 - IV. Click save, then click into the video and continue with Step 3
 3. Click the gear icon on the right side of the screen
 4. Click "Advanced Settings"
 5. Under "Showcases", click the "Worship Services" Toggle
 6. Rename the stream with the following format:
 - Month Day, Year | Peace Church Worship | Message by NAME.
 - Example: October 16, 2022 | Peace Church Worship | Message by Dr. Juan Carlos Tellez.
 7. Select a good thumbnail that shows the speaker
 8. Click "Save" at the bottom of the screen
 9. If appropriate, add any links from the service to the description
- Check the Peace Church website to make sure the recording is showing properly
 1. Go to Peace-eagan.org
 2. Click "Watch a Sermon"
 3. Check the most recent video to make sure it is working properly

Branding

- Avoid sporadic, unnecessary changes in camera angles. Change camera angles as necessary, but make sure changes are purposeful.
- Lower thirds should be used whenever the band is playing, a scripture is being read, or a quote is being read (assuming that the words are appearing on the projector)
- When a new slide is being projected as part of someone's message, slide should be shown (at least briefly) using the lower thirds solid window, or channel 2 on the Black Magic box.
- Make sure each video is titled correctly and has an appropriate thumbnail of the speaker (see steps 6-7 of "End Stream")
- Use Channel 2 to display the countdown on-screen on startup

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