

Document your AV system

TEMPLATE

CHURCH	FILLED IN BY	LAST UPDATED

This is the page that saves the service when the one person who knows everything is away. Fill it in once, keep it by the desk, and anyone can pick the system up. Nothing here should live only in one person's head.

The team

Who runs what, and who to call when it goes wrong. Fill this in first, and keep the numbers current.

MEDIA OR TECH LEAD	
SOUND	
CAMERAS	
SLIDES AND STREAM	
KNOWS THE WHOLE DESK	
BUILDING OR POWER	

Turning it on

The order to power up and set the system, from cold. Write it so someone who has never done it can follow, step by step.

1

2

3

4

5

6

7

Turning it off

The order to shut down, save the recording, and pack away at the end.

1

2

3

4

5

Sound

The channels on the desk, what sits on each, and where the levels normally rest.

CHANNEL WHAT IT IS		NORMAL LEVEL

The broadcast mix

Where the mix that feeds the stream lives on the desk, and anything to know about keeping it separate from the room.

Cameras

Each camera, where it points, and any settings that need to match across them.

CAMERA	WHERE IT POINTS	SETTINGS AND NOTES

Screens and slides

SLIDES RUN FROM (DEVICE)	WHERE THE SONG AND SLIDE FILES LIVE

How to load and run a service, in a line or two.

Streaming and recording

How the service gets out to people, and how it gets saved.

STREAMING PLATFORM AND CHANNEL	WHERE THE LOGIN AND STREAM KEY ARE KEPT

How to go live

1

2

3

4

What records, and where it saves

Don't write passwords or the stream key on this sheet. Write where they're safely kept instead: a password manager, a sealed envelope, or whoever holds them. A sheet that sits by the desk is not the place for the actual keys.

How it all connects

Sketch or list what plugs into what, from the mics and cameras through to the stream. A rough map here saves an hour of tracing cables later.

Where things live

The accounts and details the system depends on, and where each one is safely kept. Again, where they're kept, not the passwords themselves.

STREAMING ACCOUNT, KEPT

SLIDES SOFTWARE, KEPT

WIFI AND NETWORK DETAILS, KEPT

LICENCES AND LOGINS, KEPT

Quirks and known issues

The things only the regular person knows. The channel that crackles if you touch it, the camera that needs waking twice, the small trick that makes the stream behave. Write them down so they aren't lost when that person is away.

Update this whenever something changes, and re-date it at the top. A wrong instruction is worse than none, because someone will trust it at the worst possible moment. A quick review every few months keeps it honest.

A documented system is a calm system, and a calm system makes clean recordings week after week. Turning those into clips is the part we make easy. **reeluse.com**