

Pre-service tech checklist

CHECKLIST

DATE

SERVICE

ON THE DESK TODAY

Run this before the doors open, every week. Most on-air disasters are just a skipped line on a list like this. Tick as you go, out loud with the team.

Power and setup

- ☐ Everything powered and warmed up
- ☐ Desk, screens and cameras all talking
- ☐ Cables run safely, nothing to trip on
- ☐ Spare batteries and a spare mic to hand

Sound

- ☐ Mics on and tested at the podium
- ☐ Speaker's mic checked at service level
- ☐ Music source playing and audible
- ☐ Nothing left muted that shouldn't be

Screens and slides

- ☐ Song list loaded and spellchecked
- ☐ Sermon slides in, and in order
- ☐ Last week's notices cleared out
- ☐ A black or holding screen ready

Cameras

- ☐ Powered, framed, lenses clean
- ☐ Cards have space to record
- ☐ Home wide shot set and steady
- ☐ Mounts locked, not loose

Stream

- ☐ Platform ready and titled for today
- ☐ Sound routed to the stream, not just the room
- ☐ Test viewer on cellular ready to check
- ☐ Someone owns watching it all service

Capture

- ☐ Recording set to the right source
- ☐ Clean sound feed to the recording confirmed
- ☐ Space on the card for the whole service
- ☐ You know how to start and stop it

One person calls "we're go" only when every box is ticked. If a box can't be ticked, say so out loud now, while there's still time to fix it, not at the first word of the service.

Before the checklist, and after

The list above is the middle of your morning. Here's how to get to it calmly, and what to do when something isn't ready.

The first fifteen minutes

- 1 Power up first**
Turn everything on before anything else, so it's warmed up and talking by the time you need it.
- 2 Load the words**
Get the songs and slides in and spellchecked while it's still quiet.
- 3 Line check the sound**
Walk every mic and channel at real service level, and catch the dead one now.
- 4 Go live early and prove it**
Start the stream during the countdown and confirm it on a phone, on cellular.

If you're on your own today, protect three things in order and let the rest be imperfect: the message gets recorded, the sound stays clean, the stream stays up. Camera polish and perfect slides come after those three are safe.

Who to call

Fill this in once, and keep it with the desk. The worst time to look for a number is when something's already broken.

TECH OR MEDIA LEAD

SOMEONE WHO KNOWS THE
DESK

BUILDING OR POWER

STREAM OR PLATFORM LOGIN

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Tick the boxes, protect the recording, and the message is ready to become a week of clips. That part we make easy. **reeluse.com**