EARLY WEEK PREP

☐ Make sure your video card drivers are up to date. For detailed instructions, see the MediaShout Knowledge Base article called "**How to Update My Video Card Driver**."

☐ Double check that all staff and volunteer positions are covered.

☐ For access to live, Sunday morning tech support, make sure you have an active **MediaShout Plus Membership**.

☐ Make sure all MediaShout and Windows updates are done and Windows update hours are NOT set to Sunday morning.

☐ Communicate with leadership to get their vision for the service and plan for all media elements.

☐ Obtain all the media content you need (backgrounds, videos, etc.) from the **MediaShout Media Store**.

☐ Start building your MediaShout scripts.

BEFORE THE WEEKEND

☐ Double check that all audio, video, and network connections are working properly.

☐ Add the finishing touches to your MediaShout scripts, then make a backup of your script files to a flash drive that can be taken to any computer.

☐ Run through every cue of your MediaShout script. Let every video or other media file play all the way through.

☐ Prepare a backup PC if one is available, with MediaShout and scripts for your service loaded.

☐ Visually test all your screens to make sure they are displaying correctly.

☐ Be sure SongSelect is connected and Bibles are installed so you can add songs or scripture on the fly as needed.

☐ Assign a point person to be an alternate team leader in case you are sick or have an emergency on Sunday morning.

SUNDAY MORNING

☐ Have a dry run-through (tech rehearsal) with only the tech team to check all audio/video/lighting cues.

☐ Go through the lyric slides while the worship team rehearses. Do a full run-through (dress rehearsal) with them if possible.

☐ Double check that there are no last-minute changes to the pastor's message or other parts of the service.

☐ Have a pre-service meeting with the entire tech team, worship team, and all speakers.

☐ Pray, give everything over to God, and get ready to worship and proclaim Jesus to all who will attend!