

# iMac How To

8:30am:

1. Get song list and order from Planning Center Online (<https://planning.center/>) or the band leader for the service.
2. Create a playlist in ProPresenter and add songs.
3. Listen to the band as they practice that the words sung match the words in ProPresenter. Also, look at the song formatting to verify it can be read easily.

9:00am:

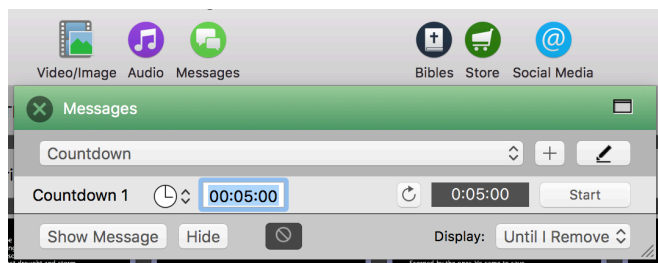
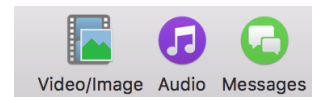
1. Open iTunes/Spotify and get some music ready to play. If not sure what to play, ask the music leader.
2. Verify with the person running sound that the overflow sound (Aux 8) is unmuted. Also make sure the camcorder is on. Then go across the hall, turn on the TV, and check for video and sound. The camcorder should show the projector screen and have some of the stage (including the podium).
3. If you have any questions about song lyrics, find the band leader after practice and ask. Also find out the member's service song.
4. Get some coffee and socialize! :)

9:30am:

1. Stop music when service starts.
2. Make sure the CFC Vision slide is live in ProPresenter entire time except during the song.
3. At the end, back to socializing after starting back some music.

10:25am:

1. Return to sound booth.
2. Verify with Nathan, John, or the music leader that it's time to run the countdown. We usually start a 5 minute one at 10:30am. Get the countdown ready - in the top set of icons, find "Messages" and click it. Click "Show Message".
3. When countdown ends, stop music in iTunes/Spotify.



Sermon Start:

1. Make sure the CFC Vision slide is live in ProPresenter.

After the service:

1. Play music again. Power off the projector and close ProPresenter.
2. Power down camcorder and TV across the hall.

General Slide Etiquette:

3. Between songs, use a blank slide.
4. During anything that isn't a song, use the CFC Vision slide.
5. Try not to change slides during speaking (like putting the CFC Vision slide up in the middle of the sermon if you missed it earlier). That will distract people from the sermon.
6. While you should try to follow all these steps and guidelines, remember - you will make mistakes. We all do and we know you are trying your best. That's what grace is for! :)

Links:

ProPresenter Home Page: <http://www.renewedvision.com/propresenter.php>

ProPresenter Manual: <http://www.renewedvision.com/downloads/pro6userguide.pdf>