

EASTER

SERVICE MEDIA TECH CHECKLIST

2 WEEKS IN ADVANCE

- 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, Easter Sunday tech support, make sure you have an active [MediaShout Plus Membership](#).
- Check the hours on your projector bulbs and do any required filter cleanings.
- 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.

WEEK OF

- Make sure all Windows updates are done and you’ve [set update hours](#) to a time that is NOT Sunday morning.
- As a precaution, after Windows updates are done, reinstall your video codecs to prevent any media related crashing issues by [following the steps](#) on the MediaShout Knowledge Base.
- Have a dry run-through (tech rehearsal) with only the tech team to check all audio/video/lighting cues.
- Have a full run-through (dress rehearsal) with the worship team and others who will be involved.
- Prepare a backup PC if one is available, with MediaShout and scripts for your service loaded.
- Test all your screens to make sure they are working correctly.
- Add the finishing touches to your MediaShout scripts.

DAY OF

- Run through every cue of your MediaShout script. Let every video or other media file play all the way through.
- While the worship team practices or warms up, run through your lyric cues.
- 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!