

Sunday Morning Tech Checklist

A one-page cue sheet for church tech teams & volunteers

1 BY WEDNESDAY

- ☐ Update video card drivers
- ☐ Confirm volunteer positions are covered
- ☐ Active MediaShout Plus membership
- ☐ Run MediaShout & Windows updates
- ☐ Confirm service vision with leadership
- ☐ Gather media (backgrounds, videos)
- ☐ Start building scripts

2 BEFORE THE WEEKEND

- ☐ Check audio, video & network connections
- ☐ Finalize & back up scripts to flash drive
- ☐ Tech team dry run-through (all cues)
- ☐ Run through lyric slides with worship team
- ☐ Prep backup PC with MediaShout & scripts
- ☐ Visually test all screens
- ☐ Confirm SongSelect & Bibles installed
- ☐ Assign a backup team leader

3 SUNDAY MORNING — ARRIVE 45–60 MIN EARLY

- ☐ Walk through booth & sanctuary; check lighting
- ☐ Power up soundboard, computers, projectors, screens
- ☐ Launch MediaShout 7 & load today's script
- ☐ Verify media links, transitions, cues & outputs
- ☐ Test mics, instruments & audio for clarity/hums
- ☐ Check projectors/TVs, cables & camera feeds
- ☐ Confirm network/Wi-Fi connectivity
- ☐ Set lighting scenes; test effects
- ☐ Test intercoms; review flow with worship leader/pastor
- ☐ Final script review; assign operator
- ☐ Start countdown; display welcome slides

4 DURING & AFTER SERVICE

- ☐ Follow cues; watch for order changes
- ☐ Monitor audio/video throughout
- ☐ Save & back up project files
- ☐ Power down equipment in order
- ☐ Report any issues for follow-up