

# Quick Checklist

Things to check before every service,

Pray

Make sure the Stage and Announcement buttons are green

Turn on back TV (Change Stage View for lyrics and change to mirror after worship)

Confirm you have all the correct lyrics for that service (No yellow triangles or misspelling)

Check for any outdated announcements and remove

Check to make sure you have the correct Bible loaded (Is the service bilingual?)

Check Agenda and [dropbox announcements](#) for any new content (images and or video) related to the agenda announcements

Check for any PowerPoints for pastor (This will arrive via email)

Sundays Only: Check for cell group report and load into ProPresenter (As soon as Juan goes up, show the cell group report)

Sundays Only: Attend Tag-In

Make sure the back display is ON

Remember you can use Slack (chat) to ask me questions to avoid using cell phones

Thursdays Only: Add Lyrics for Sunday

After service, Please Do Not Turn Off the Computer

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