MEDIA MINISTRY CHECKLIST
HELP

This document provides information helpful for implementing successful live-streaming worship services at Metropolitan. The submitted responses to the checklist are recorded to track and mitigate problems. Please submit the checklist after all tasks are accomplished and include in the notes information that might be helpful to the team.

You will find direct access to the Media Ministry email account, metropolitanbaptist393@gmail.com, for email, YouTube, Restream for posting live to Facebook and YouTube, Motion Worship for useful graphics, and Wix for editing the church's website.

- **Cameras On –** Select each of the cameras, making sure they are displaying the proper video.

- **Sound Check & ATEM Mini –** Make sure the **MIC/AUX VU** meter moves when checking the microphones and the speakers are turned on ATEM Mini.

- **Projections On –** Ensure the data from FreeWorship is displayed on the wall and in OBS. If this does not occur, ensure the LED properties for the projector are 800X600 in OBS.

- **Countdown Sound On/Off? –** If the Director of Music or the Sound Team is playing music, turn the Countdown music off; otherwise, the music should be on.

- **Countdown Timer On? –** Ensure the source for the countdown **Timer** is on.

- **Sermon Data (OBS, FW, and Restream) –** Enter the sermon title and scripture on the OBS Setup Page in the format: *"Sermon Title" | Scripture*. This information should be copied and pasted into Restream and YouTube.

- **Restream? – USID: metropolitanbaptist393@gmail.com** Use *the continue with Google option*. When logged in, make sure the user name is **metropolitanbaptist393@gmail.com**.

  In Restream, select *Set up for OBS, Zoom, etc*. In the next screen, choose *Update Titles* and change the title with information copied from the OBS setup page (received from Pastor or preacher). Upon completion, select *Update All*. Turn Restream on for Facebook and YouTube by selecting the *Toggle All* option.

- **YouTube –** Create the YouTube file by selecting *Create*. Edit with the sermon data.

- **FreeWorship –** Select the most recent service list from the File menu option. If the service list is not the current date, create a new one with the save as option using the current date in the format: Month Date, YYYY, e.g., Apr 3, 2023

- **Music Info –** Enter/Select the Hymn and special music in FreeWorship.

- **Sanctuary –** A 10-minute sanctuary video is created weekly with a welcome and announcements. This video with a timer is used to inform service participants when live streaming and the service begins.

- **Web Updates** – Update the website pages: Service and Worship pages.