

Switcher Responsibilities

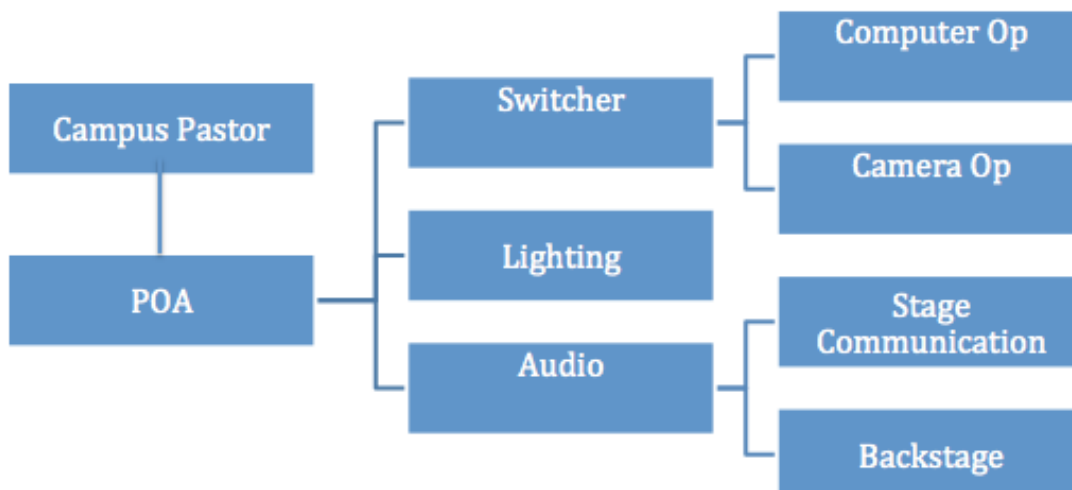
The switcher is the leader of the video team. It is highly suggested a switcher be proficient in camera and computer as he or she is to direct and lead the camera volunteers and the computer volunteer. The switcher is also the video point person for the POA and campus pastor. For example, if the computer person doesn't show up, you are responsible for hitting recalls with your left hand and running a computer with your other hand 😊 This document is not for training, but for an overview of responsibilities. Please contact your POA if additional training is needed to fulfill the following.

Leadership and volunteer improvement

Understand that some volunteers are fresh off a basic training. You will use the weekend as a training ground to make them better. Direct camera ops to capture desired shots, tell them when shots are bad, sit down with them after service to review their shots and performance if needed. The same goes for computer techs. Give them feedback on timeliness of slides and videos as well as computer setup. You are the person who is in charge of our camera/computer volunteers, and sometimes the only way they are going to get better. The arts pastor is a resource for creative direction and constructive feedback.

- Over communicate! Direct your volunteers during the service. Verify important transitions and changes with your teams. Vocalize when you're ready for video, when you see something wrong, when you're transitioning, what shots you want, what shots didn't work out, etc.
- Make decisions and communicate them to the team. (Ex: stream drops to bars for 30 seconds. Make the call to switch to deadrollong backup before the bars go live)
- Be the point person for the POA for adjustments in service that have to do with computer, camera, or switching. Take the feedback and adjustments to your team for the POA.

Leadership



Weekend Checklist

Arrival:

- ☐ Wear a CedarCreek production shirt when serving.
- ☐ Check with POA with service questions.
- ☐ Arrive with an idea of service order and a familiarity with the music. Check out production notes on PCO and review videos.
- ☐ Review switcher recalls and verify they match what is listed on PCO as well as the recall standards listed at creekhelp.com
- ☐ Ensure that M1 and M2 are updated with the current series welcome slide and series slide.
- ☐ Check the sticky note on the computers to make sure that the media has been sync'd that day. If not, click the yellow arrows on the computers.
- ☐ Set up shots with static cameras/POVs and plug them in.
- ☐ Turn on wall TVs and confidence monitors
- ☐ Brief computer techs and camera ops on service. Answer questions.
- ☐ Ensure they load all needed media/lyrics/videos/etc.
- ☐ Check out the live feed. If it is green/purple/haivision logo/color bars, report to creekhelp.com. Black is not an issue.

Pre service

- ☐ Ensure computer and camera techs are ready and in place.
- ☐ Make sure cameras have appropriate iris/gain/white balance settings.
- ☐ Make sure to change recall to the countdown look at 7.5min before service time. (PB 10 min before service time)

Service:

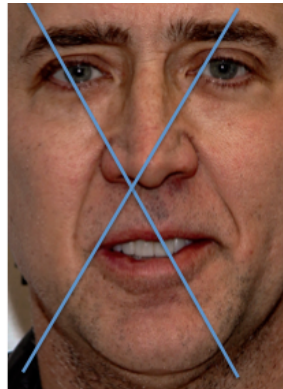
- ☐ Communicate with camera team on vital shots, what's next, etc. (ex. If there's a keys solo, it should be on the screen)
- ☐ Ensure adequate headroom for speakers (Rule of thirds. See picture at bottom of page)
- ☐ Ensure shots have smooth panning.
- ☐ Ensure computer op is a word or two ahead on worship slides
- ☐ Ensure cameras have correct iris, gain and white balance settings.
- ☐ Ensure camera techs do not get inappropriate butt shots, female chest shots or up the nose shots (see bottom of page for examples)
- ☐ Direct and cue computer op on upcoming videos and slides as needed.
- ☐ Ensure correct jumpbacks are used as notated on PCO.
- ☐ Always deadroll the backup taping at the 515 and a previous service from the turbo for the other services.
- ☐ Communicate any changes to your team.
- ☐ Keep an eye on the Slack app on your tablet for cues, announcements, and changes from PB.

Post weekend/service:

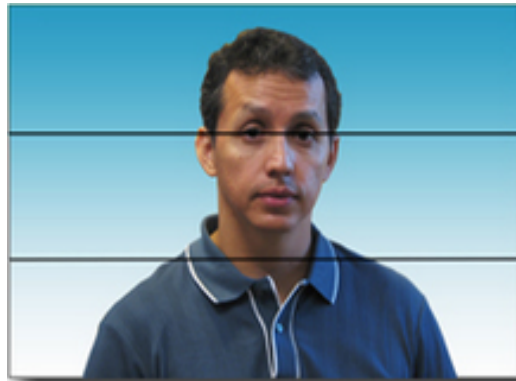
- ☐ Turn off POV power after Sunday services
- ☐ Ensure roaming cameras are returned to video room and batteries put on charger after Sunday services.
- ☐ Make sure projectors and multiviewers are off after that day's services.

Troubleshooting:

- ☐ Report any equipment malfunctions/repair requests.etc to creekhelp.com. If it is critical, the form will text a team of techs who are there to serve you.



Shots to avoid



Rule of thirds- Headroom