

## Hardware setup

Get laptop and projector out from vestry

Get chair from back of church and put in front of projectionist's chair

Get laptop out and plug it in - don't switch on yet!

Get projector out of case and set up on stand behind screen, adjust picture until it is square.

Run VGA cable neatly from projector to laptop output

Switch on laptop - make sure sound is muted and video output appears on screen

Plug PA input into laptop

Plug USB key into laptop

Start SongPro and Audacity

Make sure Audacity can record audio from PA

Make sure SongPro can project onto screen

Build service plan including songs and liturgy

Check all songs and liturgy for formatting consistency: yellow text on blue background

Check all songs and liturgy for typos

Make sure verses and choruses that span more than one screen break neatly at logical points (put carriage returns in if necessary)

## Software setup

## General hints

Check through songs as music group rehearses

Be prepared for last-minute additions from service leaders

If something goes wrong, blank the screen so people aren't staring at the wrong words!

If you've been given unfamiliar liturgy, make sure SongPro has the exact same wording as the leader's copy

Watch the music leader to see what he or she is going to do next - be prepared to repeat choruses, verses etc.

If you're feeling brave, start Audacity when the reading begins. Otherwise, start it at the beginning of the service and crop the un-needed bits off afterwards

Sermon recording format is  
YYYYMMDDtitle.mp3