

Weekly Video Worksheet

Wednesday Night

Date: _____

Input Songs in MediaShout

Song #1: _____

Song #2: _____

Song #3: _____

Song #4: _____

Song #5: _____

Proof each song for accuracy

Check spelling on each song

Verify that each Background is appropriate

Verify that words are displayed the same as the printed version

Make changes to Weekly PowerPoint Slides

Insert into MediaShout

Worship Team Practice

This time is used to become familiar with the songs the Worship team will be singing. Practice displaying the songs as each song is rehearsed. The operator should be familiar with each song and how the Worship Team will sing each song.

Sunday Morning

Arrive 30 mins. before Service time

Perpare for Service by:

Turning on the Computer and Projector

Open MediaShout and make sure everything is working properly

Verify that the Projector Screen is down

End of Service

Copy PowerPoint presentation to Pastor's jumpdrive.

Properly turn off computer and projector.