BROADCAST PRODUCER TRAINING

Version 1 — Current as of July 2023

**"As each has received a gift, use it to serve one another,
as good stewards of God's varied grade"**
1 Peter 4:10

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OVERVIEW OF PRODUCTION TEAM POSITIONS

VIDEO DIRECTOR

Leader of the weekend video team—Assistant Director, Shaders, ProPresenter Operators and Camera Operators. Responsible for executing all cuts, dissolves, graphics, video playbacks, and transitions (using the video switcher) throughout weekend services as it relates to the image magnification (IMAG) side screens and Online Broadcast experience

Supervisor: Staff

Responsibilities Include:
- Leading the weekend video team and assisting in the oversight and troubleshooting of video equipment
- Cutting the video for the IMAG Side Screens & Online Broadcast
- Reviewing game film with the video team between services, to encourage the team and improve for the next service
- Connecting with all volunteer ops before services to discuss expectations for service flow and technique

Summary:
"I lead my ops to cut a distraction-free service, enhance the room experience, and provide an environment where people can bump into Jesus."

ASSISTANT DIRECTOR (AD)

Assists the IMAG Director and Broadcast Director by keeping track of upcoming service elements. Announces important moments throughout worship and the teaching, including but not limited to: countdowns, transitions, and song sections (intros, solos, breaks, leads, etc.). Assists in preparing cameras for pre-determined shots. Drops in the Resi cues.

Supervisor: Video Director / Staff

Responsibilities Include:
- Announcing cues, transitions, song sections (intros, solos, breaks, leads), etc. for Directors
- Guiding cameras to important shots, especially during worship
- Dropping in RESI cues for Campuses

Summary:

"I keep the directors and camera ops on track in the moment and drop RESI cues to unite the campuses."

BROADCAST PRODUCER

Responsible for starting/stopping/monitoring streams (Lafayette lobby, church website, Facebook, & YouTube), recording devices (KiPros & Helos), and helping the Broadcast Director when needed. Coordinates with Broadcast Director, Broadcast Audio Engineer, and Lobby Audio Engineer, and the Communications team to keep everyone on the same page.

Supervisor: Video Director / Staff

Responsibilities Include:
- Hitting "Record" on KiPros and Helos
- Monitoring the RESI Events
- Assisting the Broadcast Director when needed
- Timing and speed of work is preferred
- Trim and Upload videos throughout the morning
- Play videos from CG4

Summary:

"I produce the online experience by keeping the streams up, playing content, and coordinating among the Broadcast team."

CAMERA OPERATOR

Obtains shots for the Video Directors, which will be used for IMAG Side Screens, Livestreams, and Recordings. Operates stationary (stick), dolly-mounted, jib-mounted, and mobile cameras for worship and message during the weekend services.

Supervisor: Video Director / Assistant Director / Staff

Responsibilities Include:

- Capturing various kinds of video shots of on-stage band members and pastors, as well as the occasional room event such as Baptism. See "Most-Used Camera Shots" section for the types of shots.
- Controlling and monitoring focus, shot composition, and movement
- Mobile camera operators only: Wearing dark-colored clothing to maintain a minimally-distracting presence on stage and obtaining shots by using their bodies as a gimbal
- Stationary operators only: Muting and minimizing usage of personal electronic devices which could cause distractions in the auditorium

Summaries:
- Sticks (centerline) – "I capture centerline shots of what's happening in the room so that people in the back and online can experience it."
- Sticks – "I back up the centerline camera by capturing what's happening in the room so that people in the back and online can experience it."
- Dolly – "I capture shots through the crowd to help viewers feel immersed in the environment."
- Mobile – "I capture b-roll shots to enhance the energy and show the details of what's happening on the stage."
- Jib – "I am the eyes for the people outside the room. I capture big moments to enhance the online experience."

SHADER

Monitors and adjusts ISO and framerate using Remote Control Panels (RCP's).

Supervisor: Video Director / Staff

Responsibilities Include:
- Maintaining consistent exposure across all cameras
- Adjusting framerates for message (59.94 fps) and worship (23.98 fps)

Summary:
"I help make transitions distraction-free. I make the cameras look and feel consistent with exposure."

PROPRESENTER (CG1 and CG2)

Responsible for the presentation of graphics, character generated (CG) content, backup video playback, lyrics, scripture, and message notes during the weekend services. Must be able to follow along and move quickly.

Supervisor: Video Director / Staff

Responsibilities Include:
- Cueing director(s) of upcoming screen graphics, scripture, and message notes
- Reviewing lyrics, scripture, and message notes for spelling and proper phrasing
- Presentation of lyrics, scripture, and message notes on all screens, confidence monitor & TV / LED
- Firing backup videos and graphics during weekend service and, if necessary, running backup lyrics manually
- Following and advancing slide for Teaching Pastor
- Practicing Slides with Teaching Pastor

Summary:
"I backup the Teaching Pastor and Worship Leaders with graphics and lyrics so the content displayed may enhance the worship experience."

Teleprompter (CG3)

Responsible for presenting the Teaching Pastor's teleprompter or bullet points during weekend services. Maintains real-time synchronization throughout the message, follows along, moves quickly, and staying focused are essential skills.

Supervisor: Teaching Pastor / Video Director / Staff

Responsibilities Include:
- Being prepared to advance slides or run a teleprompter during rehearsals and weekend services
- Making edits to the script
- Troubleshooting software & hardware issues

Summary:
"I have the presenter's back with their script. I keep up with them and make them feel supported."

Video Engineer

Responsible for troubleshooting video equipment during services.

Supervisor: Staff

Responsibilities Include:
- Having technical knowledge—on both hardware and software levels—of tools such as: MacOS, ProPresenter 7, Pro Video Player, cinema cameras, RCP's, communications equipment, video switchers, video routers, and overall infrastructure.

Stage Manager

Responsible for starting services and coordinating timing with the band. Works closely with Teaching Pastor, Worship team, and Production leads.

Supervisor: Staff / House Audio Engineer

Responsibilities Include:
- Changing batteries in mics and belt packs
- Gathering and sending the Worship team out to the stage
- Timing of service elements
- Bringing out a stool, water, and props for the message
- Raising & lowering LED wall when necessary

Lighting Operator

Operates the pre-programmed light show for the services—during worship and the message. Also responsible for controlling the back-screen graphics and visuals.

Supervisor: Staff

Responsibilities Include:
- Hitting the "go" button
- Making changes to programmed sequences when necessary
- Appropriately timing the lighting

House Audio Engineer

Mixes the audio for the auditorium from Front of House (FOH) booth. Communicates with Video Director, and the Lighting Operator, regarding important moments, transitions, and video playbacks throughout the services.

<u>Supervisor:</u> Staff

<u>Responsibilities Include:</u>
• Mixing audio for the auditorium at the Lafayette Campus
• Managing the Teaching Pastor's microphone

Broadcast Audio Engineer

Mixes the audio for the broadcast stream, which goes to the website, YouTube, and Facebook. Communicates with the Broadcast Producer and Broadcast Video Director regarding important moments and transitions throughout the service.

<u>Supervisor:</u> Staff

<u>Responsibilities Include:</u>
• Mixing audio for the livestreams
• Communicating with the other members of the Broadcast team to polish the experience for remote listeners

BROADCAST PRODUCER CALL TIMES

Production Call Time is Sunday @ 6:30 AM:

- Review service flow on PCO.
- Visit sign language to verify service flow and see if there are any technical issues
- Check with AD to verify multi-site stream cue timing
- Open all Helo Tabs in Google Chrome (Helo1, Helo2, Helo3)
- Format AJA KiPro Drives in Control Server Room

Pre-Service Meeting (7:00 AM):

- Be on headset by 6:50 AM.
- Take notes during this meeting and ask any new questions afterward. Keep comms clear.

Dress rehearsal (7:05 AM):

- Start Helo Game Film Recorder (for message backup file)
- Communicate/cue any unique pre-service broadcast moments
- During music, pull up communication page on Teams and check in with Comms team
- Verify or check on PCO Rundown when the Stream should go Live
- At Start of Message, pull up Resi Control and make adjustment to the automatic stream timing
- At end of message, STOP game film recording, copy file to Mac mini, trim recording to message, and upload to dropbox > Message Backups for campuses

Between dress rehearsal and 1st service (8:15 AM):

- Post in live production chat when message backup is uploaded in dropbox
- Check in with Video Director and/or AD regarding any service flow changes/adjustments
- Check in with sign language to verify successful dress

1st service (9:00 AM):

- Start AJA Ki Pro recorders 5 minutes before countdown (PCO Live for reference)
- Start AJA game film helo 5 minutes before countdown (PCO Live for reference)
- Prepare for service.
- When stream is scheduled to go live, pull up browser windows for Resi (live view), YouTube, Facebook, and Facebook ASL page.
- When verified that it is live, communicate to everyone on comms that we are live and post to teams chat for comms team
- At END of countdown, start AJA Broadcast Helo and communicate on clear-com
- During music, set a cue point in resi control (via web GUI) for "countdown" and one for "service start." *Do not make these cues "shareable."*
- During message transition, verify successful cue drop with AD position for multisite
- During first 1/3 of message, notate the live viewership numbers on this document

Between 1st and second services (10:25 AM)

- Manually stop live stream in Resi control
- Stop recordings on all recorders
- Set "service end" cue in Resi control at end of walkout.
- Network sites file prep - select "countdown" and "service end" cue points and download video event.
    - Verify file, then upload to dropbox > Network Sites.
    - This file will include countdown.
    - File name: YYYY-MM-DD_SeriesTitle_#_NetworkSites.mov
- Check in with programming team member (Mike/Brando/Brady) regarding service selection. If the 9AM service is selected, set "service start" and "service end" cue points and download file. This file will not include the countdown.
    - File name: YYYY-MM-DD_SeriesTitle_#_Broadcast.mov
- Upload this file to Vimeo site. Set to private, unlisted. In the description, add in time code stamps as follows:
    - 00:00 Countdown
    - XX:XX Song Name
    - XX:XX Message
- Check in with Comms team via Teams to verify upload and time code in description
- Upload game film recording to Vimeo (private production channel).
- Attend weekend team devo/coffee social (10:20)

2nd Service (11:00 AM)

- Start AJA Ki Pro recorders 5 minutes before countdown (PCO Live for reference)
- Start AJA game film Helo 5 minutes before countdown (PCO Live for reference)
- Prepare for service. When all streams are verified live, communicate on teams/comms
- At END of countdown, start AJA Broadcast Helo and communicate on clear-com
- During music, set a cue point in Resi control (via web GUI) for "countdown" and one for "service start." *Do not make these cues "shareable."*
- During message transition, verify successful cue drop with AD position for multisite
- During first 1/3 of message, notate the live viewership numbers on this document
- For ASL: Trim video file and upload to ASL Vimeo page. Message in Teams that it is uploaded.
- At end of service, manually stop stream in Resi control
- Stop recordings on all recorders
- Set "service end" cue in Resi control at end of walkout.
- Check in with program team member if service selection will change. If so, download new file with "service start" and "service end" cues from Resi control. Replace file with same naming convention from 9AM service and upload to Vimeo. Replace time code stamps.

- Verify with Audio regarding that audio podcast is bounced and uploaded to dropbox > Message Renders
- Verify with Comms team that all files are located and uploaded successfully

After the 2nd Service:

- Clean up your area.
- Free to go.

# QUICK TIPS AND DIRECTIONS

20 MIN BEFORE SERVICE

1. Review schedule -> Check with Broadcast Director about preshow and decide when it will start. Share preshow start time on headset
2. Verify MacOS Audio Settings
   a. On White Monitor- go to sound settings and make sure it's set to "IMAC"
3. Verify PVP Audio Settings
   a. On Black Monitor – go to Chrome -> click on "SDI Encode A" bookmark -> click "Audio In". Make sure you see green coming through on the bars

5-10 MIN BEFORE SERVICE

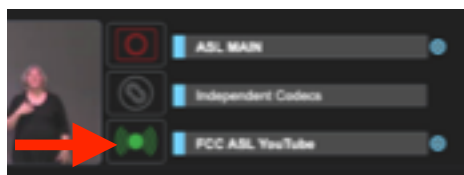1. **[Pre Show]**
   a. Tell everyone what time to start the service based on how long the countdown and preshow is
2. **On Controller**
   a. Press "1 and 2"
   b. Press **"REC"** button
3. **On Chrome**
   a. Go to **HELO_01** and **HELO_02** *(bookmarked in Chrome)*
   b. Press **"REC" circle** button. *If "record" button is greyed out, click on arrows at top and make sure they're greyed out. It will only let you record if the arrows are grey*
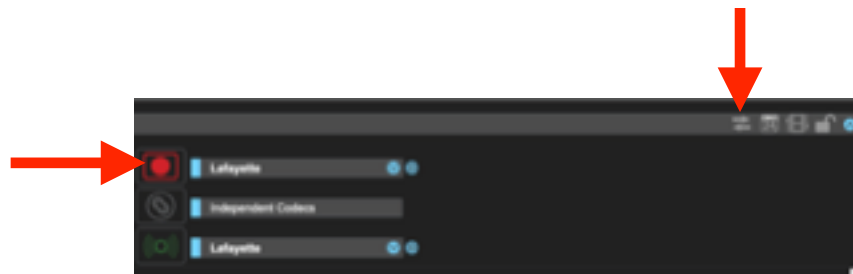
   c. For 9am, **manually start the ASL live stream**. Go to "*Youtube ASL*" website -> On far right click on ASL icon, select Your Channel from drop-down, Click *Camera Icon "Create" -> "Go live" (screenshot below)*
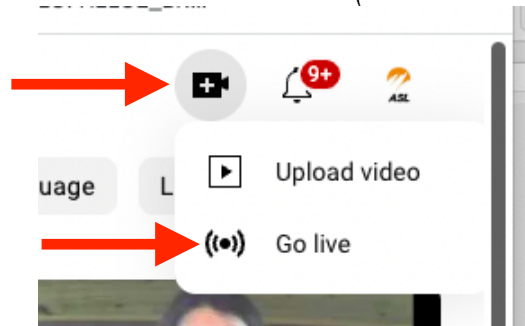
d.   Open up a separate Chrome tab -> Click on **Helo_03** *(bookmarked)* -> click on the **green** circle to stream ASL feed *(do not press record)*

e.   Refresh the Youtube Live page.

PRESHOW SERVICE START

1. **Count down** the start of preshow on headset *(ex:"10 seconds till video start")* -> **CLICK** on preshow video *(right monitor)* -> **Count Down** on headset when 10 seconds left of preshow
2. **Once preshow finishes ->** go to video (top left of right monitor) and clear it out – (press   )
3. **On BACK Controller**
   a.   After preshow ends, press **"Service"** *(second button on top from left)* so people in the lobby can see the service
4. **In Chrome**
   a.   **Click** on "Resi Controller" bookmark -> "Dashboard" tab -> Go to 'Live and Upcoming' -> Click on 'Flatirons Broadcast'
       i.
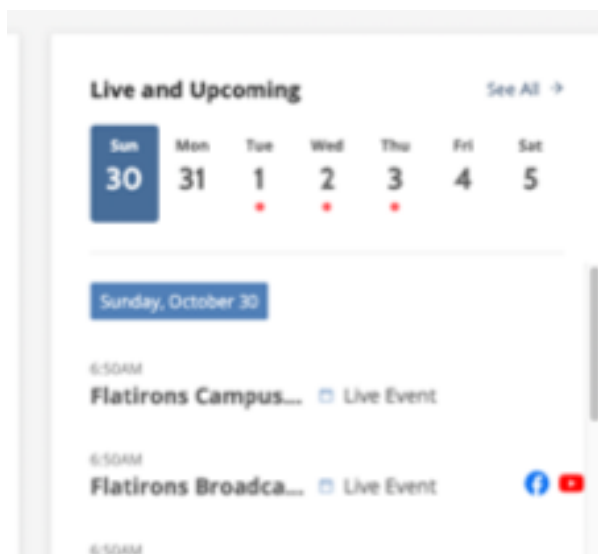
       ii.   **Facebook tile -** make sure service is live *(it's automated, but check just in case)*
       iii. **YouTube tile -** make sure service is live *(it's automated, but check just in case)*
5. **Ping MS Teams** to tell them we're live

AFTER SERVICE *(to stop recording)* – *do steps below when "THANKS FOR WORSHIPPING" slide comes up:*

1. **On Controller --** Press "1, 2, STOP"
2. **On Back Controller** - Click **"Pre-service"** button *(top left button)*
3. **On Computer –** Go to "HELO" tabs on Chrome -> press *"Stop Record" (this manually stops the streams)* – screenshot below:


4. **On Computer -> Open RESI tab on Chrome** -> "Dashboard" tab -> Go to 'Live and Upcoming', Click on 'Flatirons Broadcast' Live Event
    i. **Facebook tile -** click **"STOP"**
    ii. **YouTube tile -** click **"STOP"**
5. **Ping MS Teams –** to tell them the stream is finished
6. **Turn** off "ASL" stream" -- press green button on HELO_03_ASL

AFTER DRESS REHEARSAL
1. **Stop Streams** (instructions above)
2. **Download Service (GAMEFILM in the room, NOT BROADCAST)**
    a. Go to "HELO_01_Game film" -> "primary USB" tab on left
    b. Find today's message -> press grey arrows (under video) -> click "download"
    c. **Trim the message** in QuickTime to when pastor walks up
    d. Rename message to *YYYY-MM-DD_SeriesTitle_W#_ Msg_Backup*
3. **Upload Service to Dropbox**
    a. Flatirons church -> Weekend Programming -> Global Assets2023
4. **Ping MS Teams –** and let them know msg backup has been uploaded

AFTER 9AM SERVICE
1. **Stop Streams** (instructions above)
2. **Go to Resi Control ->** "Dashboard" tab -> under 'Live and Upcoming', Click on 'Flatirons Broadcast' Live Event
    a. Under **Encoder tile** -> Scroll to the start position of Pre-Show for 9am Livestream (this will be about halfway through the video… The Dress rehearsal will be shown first)
        · When Pre-Show for 9am Starts, click "Add Cue" -> Click "Set to Now" -> Unclick Share Cue
        · When *"THANKS FOR WORSHIPPING"* comes up , click "Add Cue" -> Click "Set to Now" -> Unclick Share Cue
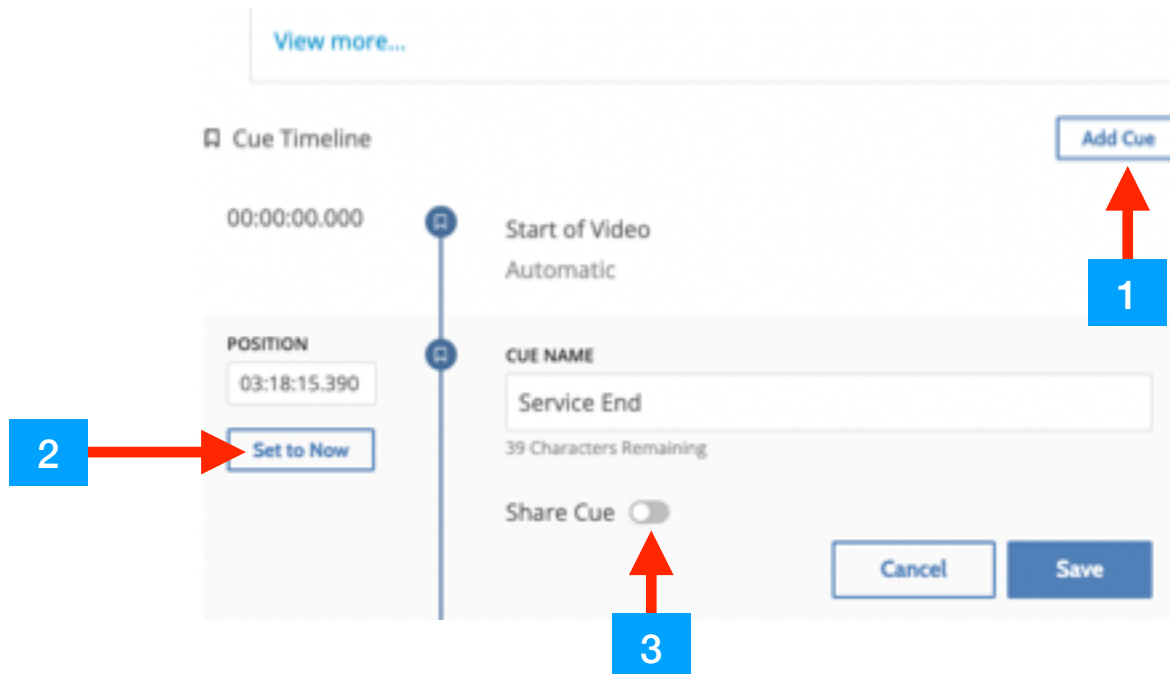
3. **Upload service to Dropbox** for Burlington
    a.   Production Folder -> Ministry Content Distro -> Network Sites
    b.   Rename the file after upload to – **YYYY-MM-DD_SeriesTitle_W#_NetworkSites**
    c.   Text David at Burlington that service is in: 785-332-4406
4. **Upload service to Vimeo**
    a.   Rename file to *YYYY-MM-DD_SeriesTitle_W#*
    b.   Add timecodes to "description" section of Vimeo Uploa*d (timecode will be the start times for songs. if you can't hear sound to timecode, make sure "LG Ultrawide" audio on left computer is selected)*

AFTER 11AM SERVICE

1. **Stop Streams** (instructions above)
2. If 9am is uploaded to Dropbox and Vimeo, you're good to leave

Passwords:
Youtube ASL & Main- **Pr0duction**

FOR MORE RESOURCES

Visit the Flatirons Production team website (*flatironsproduction.com/lafayette-training-material*) and watch the videos.