



FLATIRONS
COMMUNITY CHURCH

TELEPROMPTER TRAININGS

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 Directors / 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: Broadcast 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 Directors / 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 Directors / 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 Directors / 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 Directors / 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.

Supervisor: Staff

Responsibilities Include:

- 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.

Supervisor: Staff

Responsibilities Include:

- Mixing audio for the livestreams
 - Communicating with the other members of the Broadcast team to polish the experience for remote listeners
-

TELEPROMPTER OPERATOR CALL TIMES

Production Call Time is Sunday @ 6:30 AM:

- Check in and let your leaders know you've arrived.
- Boot up your computers if they're not already on.
- Read through the message notes to check for spelling or grammatical errors.
- Make sure that ALL Bible Verses are IN RED

Pre-Service Meeting (7:00 AM):

- Be on headset by 6:50 AM to check in with the video director.
- Pay attention during this meeting and ask any questions afterward. Keep comms clear.

Dress rehearsal (7:05 AM):

- Run the teleprompter during the Message.

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

- Teleprompter: Fix missing red text. Edit the manuscript as directed by the Teaching Pastor.

1st service (9:00 AM):

- Teleprompter: Run the teleprompter during the Message.

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

- Teleprompter: Fix missing red text. Edit the manuscript as directed by the Teaching Pastor.
- Production Team Devotional

2nd Service (11:00 AM)

- Teleprompter: Run the teleprompter during the Message.

After the 2nd Service:

- Clean up your area.
- Free to go.

TELEPROMPTER TRAINING

PRIMARY RESPONSIBILITIES

As a Teleprompter Op, you are responsible for making sure the teaching pastor's message notes are being read in real-time and following along with them throughout the service:

- Arrive on time and communicate if you will be late.
- Annotate your Message Notes
- Make sure ALL Bible verses are IN RED
- Verify that the Message notes are being transmitted to the confidence monitors in Auditorium
- Run message slides for the Teaching Pastor.
- Ask questions when you require clarification.
- Be flexible and adapt to sudden changes if any are necessary.

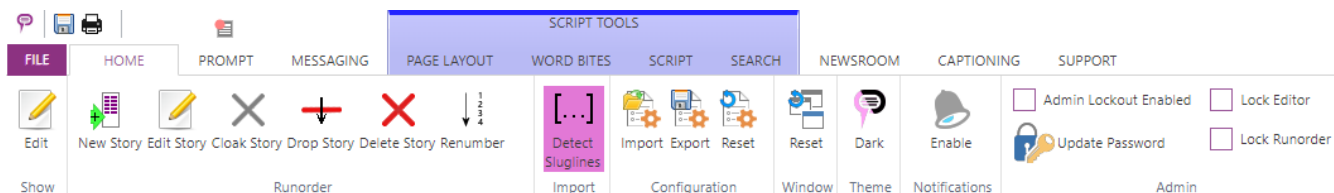
TERMS & HELPFUL INFORMATION

Tally light: The little box on top of the computer monitor. The light turns red when your content is live in the auditorium or somewhere else.

Midi Trigger: A note that is sent digitally from one computer to another. It is capable of triggering message notes

TELEPROMPTER TRAINING

OVERVIEW OF CUEIT SOFTWARE



Home

Run Order

New Story

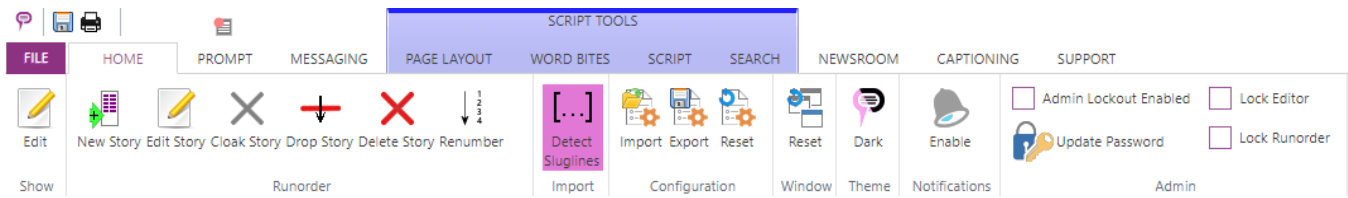
This button adds a new story to the end of the current active run order.

Edit Story

This button opens the Edit Story window. Here the Story Number, Title (or Slugline) and Notes / Reference fields can be edited. A default font can also be selected. Default fonts shown in drop down are Styles in CueiT that can be found under the Script tab, and will apply the selected style to the whole of the story. The story can also be cloaked with the Cloaked check box.

Delete Story

This button deletes the highlighted story in the active run down.



Configuration

The Configuration section allows saving, recalling or resetting CueiT program settings.

Import

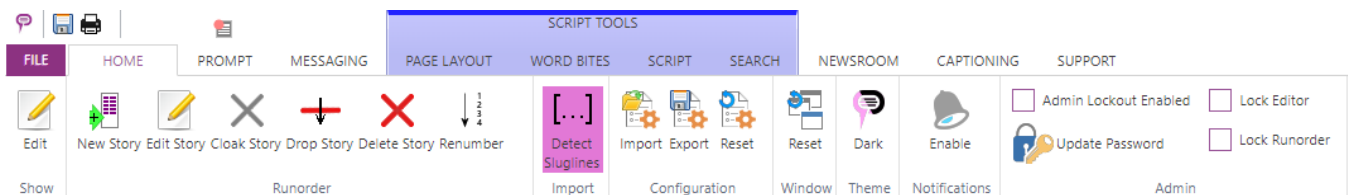
Loads all program settings from a previously saved .CDB file. This process will restart CueiT.

Export

Saves all program settings to a .CDB file.

Reset

Resets CueiT to factory default settings. This process will restart CueiT.



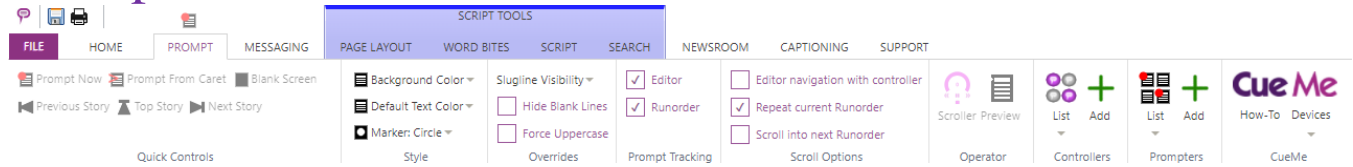
Window

The Window section is for the CueiT program window positioning.

Reset

To set all program windows back to default positions.

Prompt



The prompt tab controls prompt output and connections to active CueBs (if using Production or News).

Quick Controls

This section is for on screen prompt control and manipulation.

Prompt Now

Toggle prompt on and off at top of script. When prompt is on the prompt tab will illuminate red. The icon above the prompt tab is also a button to toggle prompt on or off when not in the Prompt tab.

Prompt From Caret

Prompt on from current line where the caret is.

Blank Screen

Toggle blank screen on or off on prompt output.

Previous Story

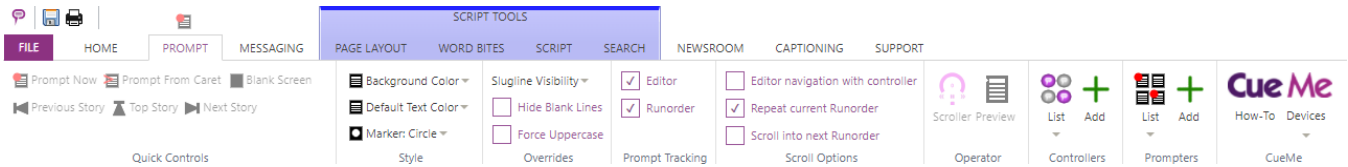
Prompt output will change to the story above the current story on output.

Top Story

Prompt output will go to the start of the run down.

Next Story

Prompt output will change to the story below the current story on output.



Style

Background Color

Change the backdrop of the prompt output. Default is black.

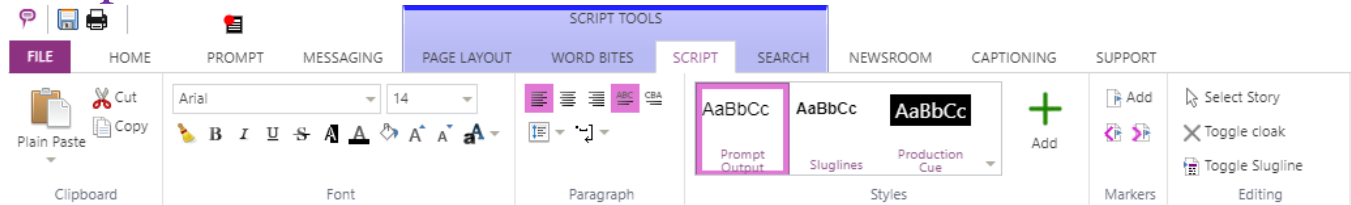
Default Text Color

Change the default prompt text to chosen color. Will not override specifically edited text colors.

Marker

Drop down menu to change the marker style. Marker position on output can also be adjusted to center to lens by clicking and dragging on Preview window.

Script



Font

Highlight text to change font properties in editor area. This change only affects selected text. See Styles for changing types of text.

Font Name

All currently installed fonts in the OS. (*Helvetica Neue is Preferred*)

Font Size

Increase or decrease font size. (*Check with Jim or Teaching Pastor for Preference*)

Font Color

Select a font color for highlighted text. (*Scripture = IN RED*)

Background color

Select a background highlight for highlighted text. (*Should be BLACK*)

Paragraph

Left Align

Align highlighted text to the left.

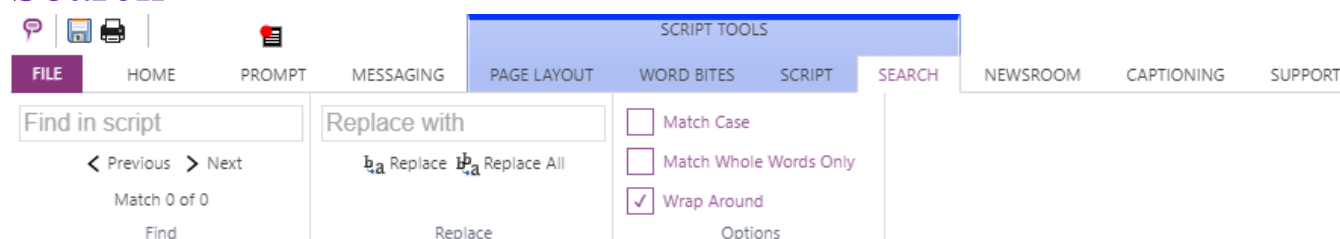
Center Align

Align highlighted text to the center.

ABC

Left to right text language positioning of highlighted text.

Search



Find

Type a word or phrase to quickly search in script. Use Next and Previous to jump between instances of the find.

Replace

Type a word or phrase to replace found word or phrase in script.

Replace

Replaced currently highlighted word or phrase found with text in the “Replace with” field.

Replace All

Replace all found text with the text entered in the “Replace with” field.

Options

Match Case

Only returns text found that matches the case typed in “Find in script”.

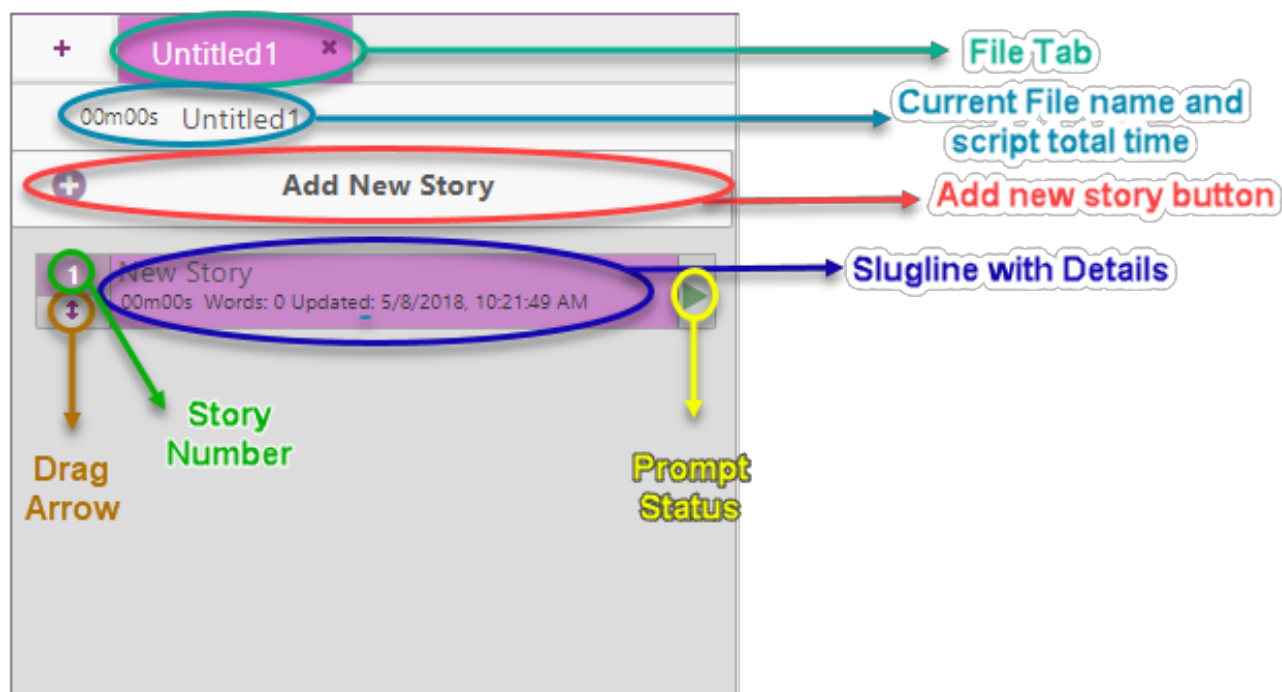
Match Whole Words Only

Only returns text found which is the same word. Will not return parts of words. (E.g. searching “every” will not highlight “everything”.)

Wrap Around

Will find text that has been brought through to the next line.

Runorder Panel



Sluglines

Each story title will display in the run down list as a **slugline**. Click a slugline once to bring you to the story in the edit area. Double click on the **prompt status** button to bring that story to air. To move around sluglines click and drag the slugline with the **drag arrow**.

Prompt Status

When prompt status is red then the slugline is the current on-air story. Double click this area to bring that story to air.

Drag Arrow

Click and hold to move story around in run order. Click and drag to select multiple stories to move in a block.

File Tabs

All open files will show up as a tab at the top of the script. If a script is on-air there will be a red indicator on the tab. Use the “X” in the tab to close the individual file.

Add New Tab

Click to add a new blank script file.

Zoom

Increase or decrease font size in the run order panel.

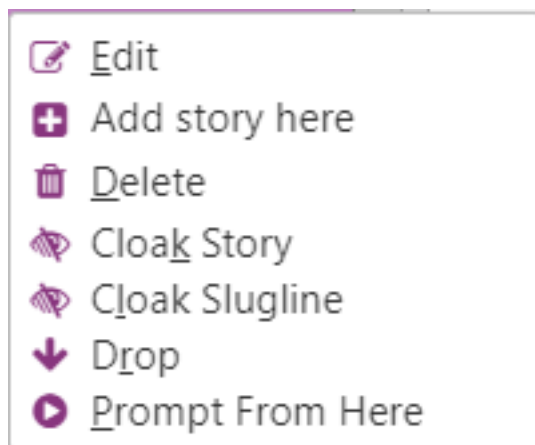
Script Title

This is the title of the script. It is not necessarily the name of the file. Double click to edit text. Right-click to open Edit Show window.

Add New Story

Button will add a new blank story to the end of the run order.

Right-Click Menu



Edit: Opens Edit Story window

Add story here: Inserts blank story

Delete: Deletes story

Cloak story: Clock or Uncloak story

Cloak slugline: Clock or Uncloak slugline only

Drop: Drops story

Prompt From Here: Starts prompting from top of story.

Prompt Quick Controls



Prompt controls will pop up when prompt is enabled. They are enabled for quick reference when not in the prompt tab, during prompting. You can hide the controls with the arrow button at the top of the menu.

Prompt Now

Toggle prompt on and off. When prompt is on the prompt tab will illuminate red. The icon above the prompt tab is also a button to toggle prompt on or off when not in the Prompt tab.

Preview Window

Opens or closes the on screen prompt preview window.

Blank Screen

Toggle blank screen on or off on prompt output.

Previous Story

Prompt output will change to the story above the current story on output.

Top Story

Prompt output will go to the start of the run down.

NextStory

Prompt output will change to the story below the current story on output.

Short Cuts

Keytips

Keytips are enabled in CueiT. To activate press the ALT key and follow the labeled letters to shortcut to your destination:

Common Keytips:

- Prompt Now = ALT+P
- Prompt From Caret = ALT+R+Y

Traditional Shortcuts:

- Create Slugline = CTRL + F5
- Create Marker = CTRL + F6
- Turn Prompt OFF = CTRL + F9
- Find = CTRL + F
- Save = CTRL + S

Definitions

Cloaked: Will not show up on output but is still available in editor.

Slugline: Title of story.

Inverse: Unread prompt output, in opposite colors as normal output.

CueSCRIPT Controller Layout



FOR MORE RESOURCES

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