



AV Crew To Do Lists

Before Announcements

1. Turn everything on.
2. Log on to the computer.
3. Pull up PowerPoint, (special segment?) ,
4. Check order of slides.
5. Look up weather and copy and paste the radar pic to the weather slide.
6. Get opening DVD loaded in DVD player.
7. Hit the chromakey button. Check levels of green and adjust.
8. Test the volume on the camera, DVD (and computer if necessary).
9. Check to make sure b-days are ready for the day. Remember to include weekends and holidays.
10. Check calendar and write in specials number for the day.
11. Put the miscellaneous papers in order for the principal.
12. Make sure 5th grade announcer is ready. Tell them how to wrap up announcements.
13. Check the camera angle and adjust if necessary.
14. Hit the DVD button on the mixer and turn up the volume level at 7:50, and check volume levels.

During Announcements

1. Press play on the DVD player when given the signal from principal.
2. When DVD video is over, turn down the DVD volume and turn up the camera level.
3. Hit the camera button on the mixer.
4. Advance the slides as needed.
5. FADE out using the T-Bar during Pledge of Allegiance, fade back in after weather slide.
6. Adjust the camera if necessary during the pledge.
7. Turn the camera volume down during the Moment of Silence, then back up when given the signal from the principal before the student begins again.
8. Fade out after sign off.

After Announcements

1. Turn off the audio box, camera, mixer, and shut down the computer.
2. Straighten up the announcement set/table.
3. Clean the daily scripts.

~Thanks so much for your help!