

## Broadcast Format

rev. Apr 2006

### START DVD RECORDER AT BEGINNING OF ANNOUNCEMENTS!

1. Start encoding “intro” at the beginning of the children’s story
2. At completion of the story, switch encoder to “Broadcast Welcome”. This is **OPTIONAL** or as available.
3. Fade out video and audio in anticipation of going live. You should see a black screen. Optionally, the “Broadcast Welcome” should automatically switch to “live”. If not, just click “Live”
4. When the encoder goes “live”, fade in audio and video together.
5. Show the words of the opening song from the Power Point feed. There is dead time at the end of the song, so be sure to have a camera in position for an alternate shot.
6. As the program proceeds, pay attention to audience and facility shots. Try to find some action, like bible pages turning, parents talking to children, etc. Use your imagination.
7. After the offering prayer, switch to the Power Point announcements for the actual offering pick up. You must coordinate this with the graphics technician operating the computer.
8. During the sermon, do 3-4 second shots of action, then switch back to the speaker. Do this about every 4-5 minutes. Doing this too often is disruptive, not often enough is monotonous.
9. Pay careful attention to camera setup at the end of the service. Try to **anticipate** what is going to happen and have a back up shot if things don’t go the way you think they will.
10. At the end of the service, try to keep the music to 1 song (or less) from the orchestra. Show some people walking out, wide shots of people leaving, etc.
11. Fade out audio and video. Switch encoder to **run the trailer**.