

Engineer Checklist

10am

Log into Zoom

Check that Original Audio is set to "on"

Next the Mute bottom – select the up arrow and make sure the microphone and speaker selected for both input and output is "Remote PC"

10:05

Stop Video and Mute "CSL Santa Cruz"

When Moderator enters zoom room - Make Moderator Host

Sound Tech – Log into Restream

10:25

Unmute and start video in zoom for "CSL Santa Cruz" zoom window.
Spotlight "CSL Santa Cruz" zoom window.

10:27 Go Live on Ecamm Live

11:15 At end of broadcast after final scene - leave zoom room

Moderator Checklist

10:05 Log on to zoom room: 831 000 1818 Passcode: 18185
Engineer will make you host

10:10 Begin Meditation (when we are ready to do this)
Make sure all zoomers are muted

10:25 End Meditation
Make sure all zoomers are muted

10:30 During broadcast feel free to engage with zoomers in chat

11:15 Offer folks a 5 minute break before Talk after the Talk begins
Moderate Talk after the talk – engage current week's Sunday Speaker

11:45 End Talk after the Talk