

# Live Stream Weekly Checklist

<input type="checkbox"/>	Pick up the camera from the office and make sure camera is plugged in to power and the HDMI cable is plugged into the camera.
<input type="checkbox"/>	On the camera, Go to FUNC in top left hand corner – go to Exposure – choose M button on left hand side – bottom right use scroll wheel – move to either .75 to 1.25 – choose X button on top. Use your judgement with the picture quality. If the picture is very blurry or bright, turn down the exposure. Do not go above 1.25 unless all the lights are turn down.
<input type="checkbox"/>	Open OBS Studio on the desktop. From the menu bar in OBS, choose “ <b>Scene Collection</b> ”. Choose either “5 and 11 am” OR “9 am Contemporary”
<input type="checkbox"/>	Click on “ <b>Opening</b> ” in the Scene.
<input type="checkbox"/>	If you are operating for the 5pm or 11am worship service, verify worship start time is correct on the screen. If the time is incorrect, go under “Sources” (bottom middle) and choose the other eye (show) and click the eye that is currently highlight.
<input type="checkbox"/>	Go to Facebook – choose Google Chrome from desktop – then type Facebook.com
<input type="checkbox"/>	Choose Zion Lutheran Church from the left side of screen
<input type="checkbox"/>	Under the “What’s on your Mind?” click <b>Live Video</b>
<input type="checkbox"/>	Under Go Live (right middle of screen) click the Select Button (bottom Left hand side of the screen

<input type="checkbox"/>	On the right side on the screen, Click on the button “What’s your live video about?”
<input type="checkbox"/>	For the title, Type in service name and date. It should look like this: “9 a.m. Contemporary Worship – March 6, 2022”
<input type="checkbox"/>	For video description, copy and paste the text from the notepad document. This document can be found on the desktop. Once finished, hit save.
<input type="checkbox"/>	Go back to OBS and click <b>Start Streaming</b> . Make sure on facebook that you have two green check marks on the left hand side of the screen and the button on the left hand side of the screen says Go Live. Once you have the two green checks, you can click the “ <b>Stop Streaming</b> ” button on OBS (Same button you used to start the stream). If you have an error message, run through the following Error with Stream check list.
<input type="checkbox"/>	Start livestream five minutes before worship service by hitting <b>Start Stream</b> in OBS and “ <b>Go Live</b> ” on Facebook.
<input type="checkbox"/>	Make sure the Scene “ <b>Opening</b> ” is running and not the video feed when starting the live feed. This makes our livestream look more consistent and lets viewers know when worship begins. <b>Only click on the next scene until the music starts or the announcements begin.</b>
<input type="checkbox"/>	At the end of worship, click on the “ <b>End</b> ” scene so that all our permissions can be displayed. Show for roughly 10 seconds.
<input type="checkbox"/>	To end the Livestream, hit “ <b>Stop Streaming</b> ” button in OBS. This will end the livestream on Facebook.

# Error with Streaming

Use the following checklist if you have issues with the stream connecting to Facebook.

<input type="checkbox"/>	On Facebook under Advance Settings, verify that the persistent stream key is selected.
<input type="checkbox"/>	On Facebook under Video Source, Verify that the button streaming software is selected.
<input type="checkbox"/>	Copy and paste persistent stream key from facebook, go back to OBS and under the Controls box click on <b>settings</b> , then stream (Upper lefthand corner), and then paste the stream key in the box labeled stream key in the middle of the dialog box. Click <b>Okay at the bottom of the screen when finished.</b>
<input type="checkbox"/>	Click <b>“Start Stream”</b> in OBS. If everything works, facebook should then say, <b>“Go Live.”</b> Click <b>“Go Live”</b> on Facebook.
<input type="checkbox"/>	If this does not work, call Pastor Matt



# Video Message

Sometimes, we might show a video during worship. In order for it to work and not have an echo on the live stream, follow the check list below.

<input type="checkbox"/>	Located Video message under scenes and make sure it is in an appropriate location on your scene list.
<input type="checkbox"/>	Load video onto the PowerPoint laptop before worship service.
<input type="checkbox"/>	When it is time to play video, first click on video message in obs.
<input type="checkbox"/>	Go to sound board and hit button 3. This button can be located right above the “Faders” Red lights will appear on the board.
<input type="checkbox"/>	Bring up the video on the PowerPoint computer. If this is at 9 a.m., it will be best to embed the video into the PowerPoint. Enable full screen on the video if necessary and hit play.
<input type="checkbox"/>	The sound for the video can be controlled on the soundboard under the Slide “Media”. Adjust to the appropriate levels.
<input type="checkbox"/>	At the end of the video, First hit button 3 on sound board.
<input type="checkbox"/>	Go back to OBS and click the next appropriate scene.

