

Video Switcher - Quick Reference

The video switcher is responsible for recording and broadcasting the services. The main piece of equipment is the ATEM control panel that receives all the video feeds (cameras, videos, lyrics, etc.)

The output of the ATEM goes to several places:

- It is broadcast to the TVs throughout the church building so that those serving in other areas can watch/listen.
- It is broadcast online to our Live Stream page, Facebook, and YouTube.
- It is recorded via the **Game Capture computer program on the GFX3 computer**. It is put on Maywood's website for anyone to watch.
- It is sent to the Graphics Operator who will show the camera views, when required, on the front projector screens.

Graphics 3 (GFX3 / Mac Mini 3)



Layout of ATEM Multiview Monitor

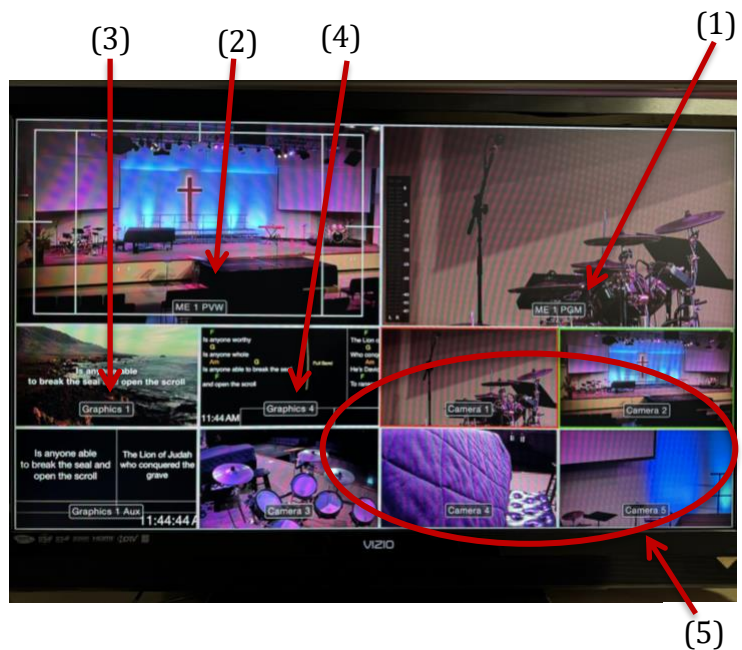
(1) Live / Program (PGM) – the video source currently being used is live, either in broadcast or on front screens.

(2) Preview (PVW) – the video source that is on standby, ready to be made live next.

(3) Graphics 1, Mac 1 (GFX1) – music lyrics and sermon notes controlled by the Graphics Operator are displayed here.

(4) Graphics 4 (GFX4) – the music and notes that the musicians are playing from. It can be helpful for you to know who is playing or what is coming up.

(5) Cameras 1-5 – Cameras 1 and 2 are controlled by the Camera Operator. Camera 3 and 4 are static, stage cameras. Camera 5 is mostly static, but can be moved via presets next to the video switcher.



Layout of ATEM Control Panel

(6) Cut (take) –a quick transition between two video sources. **Use cuts between camera shots.**

(7) Fade – an automated quick dissolve between two video sources. **Use fade to/from any graphic/video.**

(8) Dissolve – a manual transition between two video sources controlled by the T-BAR usually at a rate slower than fade.



PREVIEW row GREEN. View on the PREVIEW screen.
 PROGRAM row (6) RED. View on the live PROGRAM screen
 (7) CUT
 (8) FADE
 DISSOLVE

Lower Thirds (LT) shows the pastor’s name on the lower third of the screen when he appears for the first time. Use with a camera close-up shot (start of music, praying down front, at the beginning of his sermon.) This helps viewers who are new or who are not familiar with all our pastors.

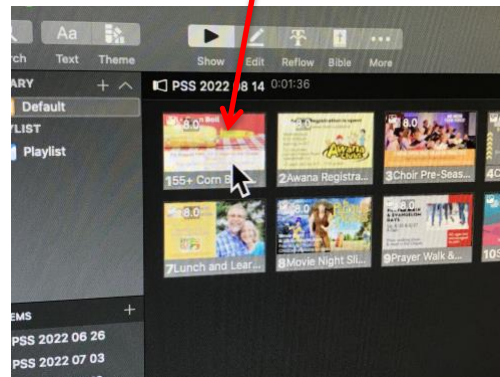
- We trigger these from the **Stream Deck** box to the left of the ATEM panel. Simply click on the correct pastor’s name, i.e. “LT Keenan” for Pastor Keenan and it will automatically put up their name for seven seconds and take it down. *Note: The Lower Thirds will show on top of anything you are doing.*



Video Switcher – Producing the Service

Pre-Service arrive 8:15am / 10:00am

1. **Start Pre-Service Slides (PSS).** Make sure the Pre Service Slides (announcements) are running and appear on the Program screen. *PSS help the congregation know of upcoming events.*
 - On **GFX3** computer, in the ProPresenter program, click on **Slide 1**



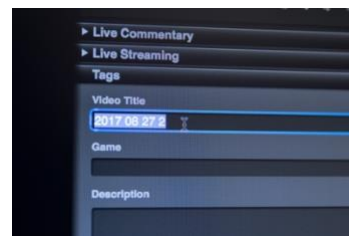
• On **ATEM**,

select **GFX3** in green preview, then hit **FADE** to make GFX 3 the program.

2. Start Countdown (2nd service only)

- ProPresenter should automatically start a countdown to 10:15am at the bottom of the screen so people know when to start heading into the service. Then it automatically starts a 3-minute countdown timer at 10:12am.
3. **Start recording** on the computer before the service begins. You may start a few minutes early.
 - a) On the **GFX3 computer** -- Click the **GAME CAPTURE HD** icon to start setting up the Game Capture program.

- Make sure the **Video Title** is correct
YYYY MM DD 1 or 2
For example -- For 1st service: 2024 08 27 1
For 2nd service: 2024 08 27 2



4. **Get ready** to switch to the announcement video – have **GFX1** ready in preview.

Opening

5. **Video Announcements-** Right before the Graphics Operator starts the video announcements, quickly **FADE** to **GFX1**.

6. **Get ready** to display the **Lower Thirds title** for the music leader.
7. **Get ready** for the music leader close-up shot: have **Cam1** in **Preview**

Music

8. After the announcements video, **fade to CAM1 close-up of the music leader** and **display Lower Thirds** by clicking their name on the Stream Deck.
9. **Switch often between the cameras.** Work closely and communicate with the Camera Operator. Most of the time switching between cameras is a CUT. **If there is not a readily available shot on Cam1 or Cam2, cut to Cam3 or Cam4 or Cam5.**

Stay on a camera shot only long enough until you would get bored. Viewers only see what you show them. It is okay to repeat shots several times during a song. Keep switching shots! Staying on a person singing for 30 seconds is not very interesting when there is so much more happening on stage. The second service is typically faster paced, so shots should be changed more than in the first service.

Communion (usually first Sunday of the month)

10. **Display Lower Thirds** -- Switch to a close up shot of the pastor down front. Be sure to put up that pastor's Lower Third.

Prayer for Offering

11. **Display Lower Thirds** -- Switch to a close up shot of the pastor down front. Be sure to put up that pastor's Lower Third.

Have the second camera as a wide transition shot ready for going between the pastor down front and the offertory music on stage.

Offertory (only happens some Sundays)

12. Switch to the transition camera shot and wait for the Camera Operator to get a tight shot of the musician on stage for offertory, then switch to the tight shot.
13. Similar to the music time, **switch often between the cameras.** Work closely and communicate with the Camera Operator on this. Most of the time switching between cameras is a CUT.
14. As the offertory is getting done, have the second camera as a wide transition shot ready for going between the offertory music on stage to the pastor who will be down front.

Sermon

15. Display Lower Thirds -- Switch to a **close up of the pastor** down front. Be sure to put up that pastor's Lower Third.

16. Keep Cam1 up as the pastor moves from down front up to the stage.

17. While the pastor is preaching on stage, Cam1 will be the main, tight shot following him.

- Be alert -- If he moves faster than Cam1 can keep up with, switch to Cam2 as a wider shot (and maybe nudge the Camera Operator.)
- **FADE to sermon slides** (GFX1) and keep them up only long enough for you to read the content of the slide **after** you put them on Program. **FADE back to Camera.**
- During the sermon, switch to Cam2 wide shot every couple of minutes for around 30 seconds or so.

Stay on the GFX1 slide only as long as it takes to read it; if it remains on screen too long, the attention of people watching the sermon broadcast may start to drift. Also switch to a Cam2 wide shot, even if not needed because of pastor movement, to vary the look and keep people's attention. We aren't trying to entertain, but if people watching this get bored, they may start to not pay attention to the message.

18. As the sermon is ending, the pastor may conclude up on stage, or he might keep talking as he walks down front. Stay with Cam1 on him.

Closing

19. Similar to the music time, **switch often between the cameras.** Work closely and communicate with the Camera Operator on this. Most of the time switching between cameras is a CUT. **If there is not a readily available shot on Cam1 or Cam2, cut to Cam3 or Cam4 or Cam5.**

20. Be ready for the pastor to pray after the closing song.

- Confirm that the Camera Operator has this shot before you switch.

21. Close with the logo. Once he is done praying and dismisses, fade to the logo.

Post-Service

22. Stop recording on the **Game Capture** by pressing the same button you used to start the recording.

Additional resources: <http://www.churchimag.org/> for training, terms, and tips