

## **Prior to Service**

- Check with Hastings Program Director to see how service ends
- Worship practice should be completed by 1 hour before
- 1 hour before do mic, video, screen, slides, and light checks
  - Ensure anyone who will be using a Mic does a sound check
  - Make sure lights are not blinding, but that there is enough light for each set
  - There should be more light during welcome/vision casting/offering
  - Ensure slides for vision casting are in the proper order and have the right information on them
  - Check any clips/videos that will be playing
  - Check the message
    - First part of the message
    - Audio quality
    - Interviews
    - Last part of the message, let sound guy know he can move on w
- 30 minutes before do a team run through with worship team and anyone involved with the service – process every transition and talk it out
  - Vision cast, cascade communication
  - Run through Service Order
    - Clarify who will be doing what parts
    - If fill in music is needed, make sure that has been assigned (by worship leader)
- Watch for Unchurched roadblocks
  - Flow
  - Atmosphere
  - Signage

## **During Service**

- Stand at the back of the auditorium
  - Awkward transitions
  - Lighting issues
  - Sound issues
  - Visual/TV issues
  - Unchurched roadblocks (language, flow, atmosphere, etc)

## **Between Services/After Service**

- Communicate with Worship Leader on any adjustments, changes, concerns
- Communicate with Guest Services Leader on any adjustments, changes, concerns