

SUNDAY

TIME	EVENT	TIME ALLOCATED	TASKS	NOTES
7.15-7.30am 7.30-7.45am 7.45-7.55am	Call time and Tech Set Up Band Line Checks / Vocals Warmups In-ear check	15 mins 15 mins 10 mins	Upon Arrival, borrow the CT keycard/swipe from the events office for easy access to the doors. Ensure that the stage is clear and tidy. Ensure that all the mics are charged. Grab comms pack and headset (test if you hear everyone using comms and vice versa) Open Teams Channel on the CT iPad to read stuff that needs to be checked/tested on stage. Check the TV screens if the rehearsal times are correct as per schedule. Check the CT email to read stuff that needs to be added for the screens or needed on Platform for the service. Have anything platform specific ready on side of stage ready to make it easier to be put out once preacher is ready to come out	
7.50-7.55am	Brief	5 mins	Attend brief. After brief, ask MD/WL if they need anything specific for the service.	
7.55-9.00am	P&W rehearsal / Catering Setup	1 hour and 5 minutes	Prepare food and drinks to be set up (depending on the weather): Outside in the laneway or in the Green room if the weather is rainy or cold. Items that will consistently setup: The drinks cart: Ensure that there are sufficient cups, spoons, plates and napkins on the cart. The chocolate tin and tea box should be on the drinks cart. Always refill the water, put the large kettle on and take it out just before SM Checks. Continue any tasks that have not been completed before Team brief. Reset waters: Pastors' water and those on the Runsheet. Check the stickers. If it needs to be replaced, please advise the Teams chat that this needs to be fixed. If you have time, the sticker folder can be found under the Events chair. Watch the 'What's Coming Up' video	<i>Please see Catering Roster to know who is on, what items are to be set up and what food is being served.</i>

9.00-9.15am	Pre-roll, Link check, Band check; <i>(After this, the band can clear.)</i> MC check and Service Visuals check	15 mins	Make sure the stage is looking nice before service. Things need to tidy; clean any spills if any on stage, Ensure wires aren't seen.	Service Visuals are: WCU video, Images/Cyacs, Scriptures, Prayer and Praise report.
9.15am- 9.50am	Community/ Pre-service Food	35 mins		9.30am - Leaders Brief in Green room.
9.40-9.45am	Prayer Meeting	5 minutes	Straight after prayer meeting begin pack down and cleanup of the creative food area. Please rally the team to help you with this before service starts.	
9.50am	Standby Pre- roll	5 minutes		
9.55am	Pre-roll	5 minutes		
10.00am	Service starts			
	During service		Make sure mics are being communicated on comms to make sure CT are aware of what mics are being used by a specific person. E.g. MC is about to step on platform and is using MC1. Preach is using MC3 Please be attentive to anything the pastors or events team that need to relay messages to CT or MD. Also, please check BNE-D SERVICE OPS Teams Chat for any information that needs to be addressed throughout the service.	
	After Service		- Please ensure the stage is tidy. Ask for team to help if required. - All pulpits & tables are to be covered. - Anything used during the preaching or service needs to be put back where it came from. - All MC mics put back on charge. Please check that the lights are on to determine if the mics are currently being charged.	

FRIDAY

TIME	EVENT	TIME ALLOCATED	TASKS	NOTES
5.15pm-5.30pm	Call time and Tech Set Up	15 mins	Upon Arrival, borrow the CT keycard/swipe from the events office for easy access to the doors. Ensure that the stage is clear and tidy.	
5.30pm-5.45pm	Band Line Checks / Vocals Warmups	15 mins	Ensure that all the mics are charged. Grab comms pack and headset (test if you hear everyone using comms and vice versa) Open Teams Channel on the CT iPad to read stuff that needs to be checked/tested on stage.	
	In-ear check	10 mins	Check the TV screens if the rehearsal times are correct as per schedule.	

5.45pm-5.55pm			Check the CT email to read stuff that needs to be added for the screens or needed on Platform for the service. Have anything platform specific ready on side of stage ready to make it easier to be put out once preacher is ready to come out	
5.50pm-5.55pm	Brief	5 mins	Attend brief. After brief, ask MD/WL if they need anything specific for the service.	Not always applicable. If there is no brief to ask about food orders for the team, please ask the MD to ask everyone about who wants food so you don't have to ask everyone individually on stage.
5.55pm-7.05pm	P&W rehearsal / Catering Setup	1 hour	The drinks cart: Ensure that there are sufficient cups, spoons, plates and napkins on the cart. The chocolate tin and tea box should be on the drinks cart. Always refill the water and put the large kettle on. Continue any tasks that have not been completed before Team brief. Reset waters: Pastors' water and those on the Runsheet. Check the stickers. If it needs to be replaced, please advise the Teams chat that this needs to be fixed. If you have time, the sticker folder can be found under the Events chair. Watch the 'What's Coming Up' video	
7.05pm-7.15pm	Pre-roll MC check and Service Visuals checks	10 mins		Service Visuals are: WCU video, Images/Cyds,

				Scriptures, Prayer and Praise report.
7.08pm- 7.20pm	Community/ Pre-service Food Prayer Meeting	12-15 mins		7.15pm - Leaders Brief in Green room.
7.22pm	Standby Pre- roll	5 minutes		
7.25pm	Pre-roll	5 minutes		
7.30pm	Service starts			
	During service		Make sure mics are being communicated on comms to make sure CT are aware of what mics are being used by a specific person. E.g. MC is about to step on platform and is using MC1. Preach is using MC3 Please be attentive to anything the pastors or events team that need to relay messages to CT or MD. Also, please check BNE-D SERVICE OPS Teams Chat for any information that needs to be addressed throughout the service.	
	After Service		- Please ensure the stage is tidy (Ask for team to help if required.) - All pulpits & tables are to be covered. - Anything used during the preaching or service needs to be put back where it came from. - All MC mics put back on charge. Please check that the lights are on to determine if the mics are currently being charged.	