

Production Check List

Sunday Morning Grace

Keys: There is only one set of keys for Bostian in our possession. The sound team lead is responsible for not just opening, but also *unlocking* both lower auditorium entrances, both bathrooms (when available), and the upper auditorium doors (for the prayer team & nursery if needed). Be sure to arrive and unlock the doors before 9am no matter what else you decide to change in the schedule. Many people rely on the doors being open by 9am (like the prayer team, book table people, etc.). The sounds team lead is also responsible for turning off all lights and locking these same doors when the team leaves.

Power: If you do trip a breaker, call the Steam Plant at 919-515-2991 to reset it.

Equipment: Bring the full production system to the venue, including sound, media, and lighting equipment. You do NOT need to bring in any of the Grace signs, book table supplies, or T-shirts. Leave a cart accessible for the teams who are responsible for these items. DO bring the offering bowls and the box of pens and place them on a table toward the entrance of the venue so the Welcome Team can find them easily.

Pre-event Checklist:

- .. Contact your team lead by Wednesday to coordinate any last minute schedule changes. (Team leads, contact your team to confirm this week's schedule.)
- .. Go to bed before midnight so you can wake up refreshed!
- .. Before arriving to serve, spend some time with Jesus praying, reading the Word, and singing to prepare your heart for worship.
- .. Arrive early with an attitude of worship, ready to serve passionately.
- .. Pray with your team when you work. Build camaraderie both on and off the job.
- .. Dress appropriately with khaki pants and a Production Crew T-Shirt if possible.
(Wear dark pants if your role requires you to be on stage during a service to reduce the distraction.)
- .. Be sure to participate in the service as much as possible.
- .. Whatever your role, take an attitude of responsibility and ownership to excel in the following focuses. (The are listed in order of priority. If a lower priority focus is hindering a higher priority focus, yield to the higher priority.)
 - o God & all of who He is will be the center of our attention and those we're leading into worship.
 - o Unity among the Production Crews and with the Elders, worship Band, and church at large is a make or break factor in creating an optimum environment of worship.
 - o Awesome-ness is our goal. If you can do anything or encourage anyone else to do anything to focus more on the above goals or in any way make the event more *awesome*, do it. Even more importantly, whatever you do, make sure that God's *awesomeness* flows through you and your team, empowering the most *awesome* worship environment possible.