

WEDNESDAY SERVICE SOP

Colonial Chapel – 7:00 PM

THURSDAY – TWO WEEKS OUT (PLANNING)

Worship Director (WD)

- Confirms worship set list two weeks ahead

Worship Director & Technical Director (TD)

- Send volunteer invites for worship and production teams two weeks ahead

THURSDAY – WEEK BEFORE (CONFIRMATION)

Technical Director (TD)

- Emails speaker to:
 - Confirm service date
 - Reiterate expectations
 - Remind material due dates

Technical Director & Worship Director

- Confirm all worship and production volunteers

Worship Director

- Sends group text to worship and production volunteers clarifying:
 - Expectations
 - Deliverables
 - Confirmations

TUESDAY – WEEK OF

- **All speaker assets due to the Technical Director**
 - Sermon graphics
 - Videos
 - Lower thirds
 - Any special elements

WEDNESDAY – SERVICE DAY

1:00 PM – Service Ready (TD)

All assets must be ready to present to the speaker and fully tested by 2:00 PM.

Deliverables

- Countdown and opening videos ready
- ProPresenter and audio scenes programmed
- FOH cleaned and volunteer-ready
- Hosting graphics and lower thirds completed
- Missionary graphics and videos tested
- VA levels balanced and ready
- Speaker setup:
 - Lighting scene
 - Mic and levels
 - Sermon graphics

2:00 PM – Experience Team Walk-Through

- Check all audio lines, levels, and microphones
- Clean and prepare stage for volunteers
- Check and balance video cameras
- Test tracks and audio levels
- Walk through arrangements and confirm keys

- Confirm all deliverables in PCO:
 - Service schedule
 - Run list

EVENING CALL TIMES & REHEARSAL

5:30 PM – Production Volunteers

- Run full technical checklist
- Verify all systems and assets

6:00 PM – Worship Volunteers

- Load-in and prep

6:05 PM – Worship Run-Through

6:30 PM – Production Run-Through with Speaker

- Mic check
- Run all videos
- Confirm lower thirds and graphics
- Check speaker table or pulpit setup

PRE-SERVICE PREP

6:40 PM – Room Prep & Pre-Service Begins

- Lights set in room
- Chairs set
- Stage cleared and worship-ready
- CG background live (video or welcome slide)
- Pre-music set to ~70 dB
- Greeters in position

6:50 PM – Experience Team Prayer

6:55 PM – All Teams in Position

- Worship team on stage
- Production team in booth
 - Final line checks with meters
- Speaker seated front row with mic
 - Final mic check
- Countdown queued
- Music pushed +5 dB

7:00 PM – SERVICE BEGINS

Order of Service

- Welcome
- Worship
- Hosting
- Missionary Moment
- Speaker
- Closing Hosting
 - Altar call
 - Next steps

POST-SERVICE

8:00 PM – Post Service

- Canned music at ~70 dB
- Post-service slide or video on screens

8:30 PM – Room Shutdown

- Power down production equipment (as appropriate)

- Return microphones to chargers and storage
- Power down all musical and lighting equipment
- Reset stage for school usage
- Straighten chairs
- Clean FOH
- Clean front row and stage as needed
- Turn off all lights