

PRODUCER & TECH GUIDELINES FOR SUMMIT SUNDAY

Thank you for hosting a “Summit Sunday” service. It is our desire that this will be a powerful ministry weekend for your church. Go beyond pushing “play” this weekend. Take full advantage of the opportunity to craft a service that will minister deeply to your congregation.

Please note that there are several support documents and programming elements also posted in the Summit Sunday page. Each of the messages has a corresponding sample service order with recommendations for programming. These are only a recommendation and should be used only if they serve the needs of your service.

Here are a few guidelines:

1. **Download all video assets to a reliable source.** Please check them all in their entirety to guarantee that they will playback without problems. No glitches, audio drop, etc. Check them immediately in case you need to re-download or contact Willow for assistance.
2. **Play all the videos in your auditorium on the playback equipment** used for the service.
3. **Recommend using 2 players:** a primary and a secondary player as a backup running on a 5 second delay. Nothing worse than getting caught without a backup during a service.
4. **Schedule appropriate time to rehearse the transitions** (lighting, audio, switching, entrances /exits) from live elements to video / video to live. Practicing the ins/outs will raise the confidence level of everyone on your team.

NOTE: If you have additional questions or require additional assistance, feel free to contact Larry Dahlenburg, WCA’s producer for the “Summit Sunday” initiative at: ldahlenburg@willowcreek.org or his direct line at 224-512-1789.