

# **LARGE GROUP PRODUCER CHECKLIST**

## **ONE WEEK OUT**

- ☐ Email scheduled Large Group team with scripts and special instructions
- ☐ Familiarize yourself with the script including props, games and illustrations
- ☐ Contact the director with questions about the script

## **THREE DAYS OUT**

- ☐ Email scheduled Large Group team as a reminder and to encourage
- ☐ Contact the director to confirm the script and all planned elements

## **EARLY ARRIVAL**

- ☐ Print extra scripts
- ☐ Look through props, game and production supplies to ensure everything is ready and troubleshoot issues
- ☐ Check in with Tech Volunteers - confirm all video, lighting, audio Elements
- ☐ Check in with Worship Volunteers - confirm all songs and transitions
- ☐ Check in with Hosts/Storytellers/Actors - confirm script, games and illustrations

## **REHEARSAL**

- ☐ Rehearse transitions
- ☐ Rehearse movement, stage position and delivery
- ☐ Rehearse bottom lines and spiritual moments
- ☐ Rehearse worship intros and outros
- ☐ Rehearse slides, videos, lighting and sound effects
- ☐ Rehearse entire program

## **POST SERVICE**

- ☐ Evaluate performance with large group team
- ☐ Make adjustments for following services
- ☐ Ensure everything is shut down, cleaned up and put away