

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