

Sound Person Guidelines Checklist

Here is your checklist!

- _____ Watch the Guidelines video Intro and Sound Person portion
www.cityquake.org/aftershockservice
- _____ Optional -- If you want to (and if my 15 min message is going to be played) watch it to see where I am going in my message
- _____ Touch base with the Worship Leader to be ready for all to start on time. If your church has one of those countdown clocks or videos, that would be great to use.
- _____ Find out from Facilitator if the plan regarding the 15 min message is for someone to do this live or if it will be my 15 min video. If a live speaker, talk to this person to let them know which mic they should use. If my 15 min video is going to be played, download the message and test the audio and video. Have it cued up and ready to play as soon as the worship leader signals you.
- _____ Find out from the Facilitator if they will do the 3 – 4 min “Divide up” time or if they will want my “Divide up” video played. If the Facilitator is going to do it, make sure he/she knows what mic to use. If the Facilitator would rather me share it on the video, you really won’t do much except let the video keep playing right through the “Divide up for Love in Action Slide to the very end of the “Divide up” instructions.
- _____ Even if the “Divide up” instructions are going to be played, the Facilitator will still need to have a mic to do any final instructions. Be sure to communicate with him/her on this.
- _____ Pair up with someone and GO OUT for the Love in Action time! You may want to come back a few minutes early to be ready to go for testimony time.
- _____ Ensure that the Testimony Video Recorder Person is getting good audio for the recording.
- _____ Put up the Testimony Guidelines Slide just before folks come back from Love in Action and have it up throughout testimony time.
- _____ Have two hand held microphones ready and tested for Testimony Time

AFTERSHOCK SCHEDULE

0 – 12 min	· Worship -- Start right on time – 10 to 12 minutes
12 – 27 min	· Speaker – 15 min
27 – 31 min	· Dividing up instructions – 3 – 4 min
31 – 106 min	· Love in Action – 1 hr, 15 min
106 min – End of testimonies	· Testimonies
	· Pray and Final announcements of upcoming Aftershock services

Feel free to call, text or email me your questions! Tom@cityquake.org Cell – 203-589-8983