



# Olson Farms Production

## *Producer*

Revised 09.16.2020

### Before Service

- Send GroupMe message out to team the night before
- Facilitate a smooth rehearsal for all production team members and worship
- Run all transitions during rehearsal
  - Run countdown through worship, in to Meet & Greet, through Video Announcements, Bumper, and in to Message
- Check all videos with FOH engineer
- Check-in & print name tag (remind your team to do this as well, or check them in & print their tags)

### After Rehearsal

- Go Team Huddle at (7:45am / 3:45pm)
- Message Olson Farms Child Numbers GroupMe
- Team Huddle at (8:00am / 4:00pm)
  - Core Value
    - ↳ Week 1 - Love God
      - **Love God** - *“We love God because He first loved us” 1 John 4:19*
    - ↳ Week 2 - Love People
      - **Love People** - *“My command is this: Love each other as I have loved you. Greater love has no one than this: to lay down one’s life for one’s friends.” John 15:12-13*
    - ↳ Week 3 - Work Hard
      - **Work Hard** - *They were utterly astonished, saying, “He has done all things well..” Mark 7:37*
    - ↳ Week 4 - Have Fun
      - **Have Fun** - *A joyful heart is good medicine, but a crushed spirit dries up the bones. Proverbs 17:22*
  - Announcements
  - Prayer/Praise Requests
  - Pray In

### Between Services (AM Only)

- Make any necessary adjustments

(SEE OTHER SIDE)



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### **After Services**

- Pray Out
- Collect team members checklists
  - If everything went well and all checklists are completed, you may dispose
  - If someone has left "Notes" on the back of a Checklist, include in feedback form
  - If checklist is complete, but something went wrong, include in feedback form
  - If a checklist is NOT completed, include in feedback form
- Pick up trash in production suite and straighten up
- Complete Weekend Feedback Google Form
- Confirm that we have switched to signage

### **Additional Notes:**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_