Guidelines Document
Media Presentation

The following document provides guidelines and processes to be followed by the Media Presentation Team
Last Updated: 27 March 2019

General Information: The Media Presentation team is responsible for the quick and efficient display of announcement, worship song lyrics and Sermon / message content during the Sunday service and other APC Events.
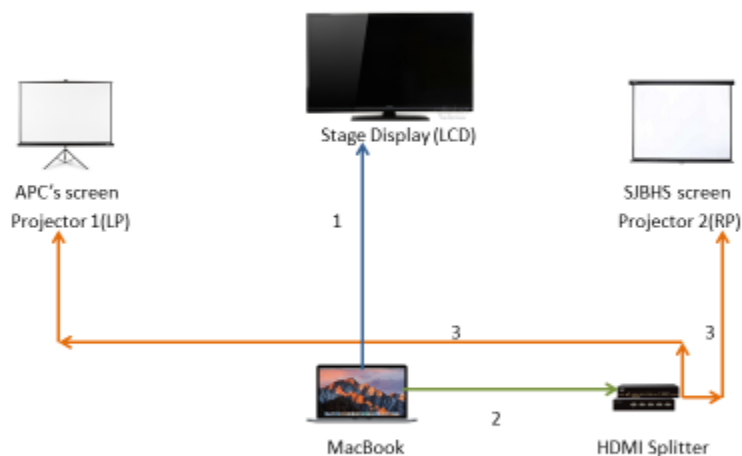
Team Arrival at Church Location
For the APC Service starting at 8, kindly reach the church location by 7:15am; for the APC Service starting at 10:00am kindly reach the church location by 8:00am; for other APC events kindly reach venue before 2 hours.

Setup and preparation
* The Projector boxes & the Screen from the store room need to be brought up in locations that have separate storage. In venues where the projector and the screen are already fitted, the right switches need to be switched on.
* The setup and preparation needs to be completed quickly to have adequate time for playing the content and to do a quality check.
* Please check the connections to the output to make sure connections are proper

Content for Projection

All content need to be sent to mediateampresentation@apcwo.org

- Announcement
    - This will be sent by the media team by 5:00pm on Saturday. If not received by 5:00pm team lead assigned for the week, is requested to recheck with Sharene Joseph [sharene.joseph@apcwo.org |
- Sermon PPT
    - This will be sent by the pastor / Speaker on Friday or latest by Saturday morning. If not received the lead assigned for the week, is requested to check with pastor
- Worship song list
    - This will be sent by the worship leader on a Saturday. If not received the lead assigned for the week, is requested to check with the Worship pastor or Assoc worship pastor

Quality Check

Kindly keep adequate time for a quality check and for any trouble shooting that may need to be done

- **Announcement**
    - Please check if the video announcement is the correct one; check for audio & video quality.
- **Worship lyrics**
    - Please check for spelling errors
    - Please check for sentence formation
    - Please check if verse, chorus, bridge are in the right order
    - Please follow the worship team practice

Projection

- **Announcement**
    - The announcement is played when the pastor gives the cue "we will have the announcements" played
- **Worship lyrics**
    - The display of the lyrics should be ahead of actual start of the songs
- **Sermon**
    - Keep pace with the sermon point being covered currently.
    - Please change slide only on completion of current point
    - Kindly do not overshoot the speaker
    - When requested can go back to an earlier slide, otherwise not needed

- o If additional verses that were originally not in the PPT is quoted, project the verses if requested, otherwise not needed

Winding up
- Kindly ensure the projector, cables, extension boxes are stored well
- If there is a laptop that needs to be returned to office, kindly hand over to the assigned person