THE GLOBAL LEADERSHIP SUMMIT

PRODUCER AND TECH GUIDELINES FOR SUMMIT SUNDAY

THANK YOU FOR HOSTING A "SUMMIT SUNDAY" SERVICE. It is our desire that this will be a powerful ministry weekend for your church. The content that we've provided to your team, free of charge, has already been used to minister to over 125,000 people around the world. Take full advantage of the opportunity to craft a service that will serve your congregation.

Please note that there are several support documents posted on the Summit Sunday web page. Each of the messages has a facilitation guide that can be helpful in planning for a large group gathering and then a Small Group guide including process questions. We have also posted a few videos of announcements made by other churches inviting their congregation to take the next step in their personal leadership development and attend The Global Leadership Summit.

Here Are A Few Guidelines:

1. **Download all video asset to a reliable source.** Please check them all in their entirety to guarantee that they will playback without problems. No glitches, audio drop, etc. Check them immediately in case you need to re-download or contact Willow for assistance.

2. **Play the video in your auditorium on the playback equipment** used for the service.

3. **Recommend using 2 players:** a primary and a secondary player as a backup running on a 5 second delay. Nothing worse than getting caught without a backup during a service.

4. **Schedule appropriate time to rehearse the transitions** (lighting, audio, switching, entrances/exits) from live elements to video/video to live. Practicing the ins/outs will raise the confidence level of everyone on your team.