

SERVICE PROGRAMMING DIVISION MEETING SCHEDULE

Evaluation/Rundown Meeting (Weekly)

- Purpose:** To debrief past Sunday's service, to rundown the upcoming week's service
- Who:** Producers, Department Directors, Main Communicator
- Length:** 1 hour
- 30-40 minutes on evaluation of past service (elements, transitions, rehearsal, overall experience)
 - 20-30 minutes on rundown of next service

Bottom Line and Calendar Meeting (Weekly)

- Purpose:** *To determine the creative tension and bottom-line for series and service as well as calendaring upcoming series and messages*
- Who:** *Main Communicator, SPD Director(s)*
- Length:** *1-2 hours*

Pre-Production Meeting (Weekly)

- Purpose:** To develop the service including, ideas, songs for series, transitions, look & feel, etc. (2-6 weeks out)
- Who:** Department Directors, SPD Director
- Length:** 2 hours

Technical Meeting (Weekly)

- Purpose:** To determine technical needs for the upcoming two services
- Who:** Producers, Production Directors (video, audio, lighting, scenic), Music
- Length:** 1/2 to 1 hour

Series Planning (Monthly)

- Purpose:** *To develop an upcoming Series moving specifically toward a bottom line/take away as well as possible push backs/tensions (8 weeks out)*
- Who:** *Verbal & Written Communicators, SPD Creative Facilitator(s)*
- Length:** *2 hours*

Creative Meeting (Monthly – usually follows the Series Planning Meeting)

- Purpose:** *To brainstorm themes, ideas, songs for series & specific worship services*
- Who:** *4-10 people chosen from various areas: Visual Artists, Event Planners, Actors/Directors, Production Staff, Music Staff, etc.*
- Length:** *1-2 hours*