

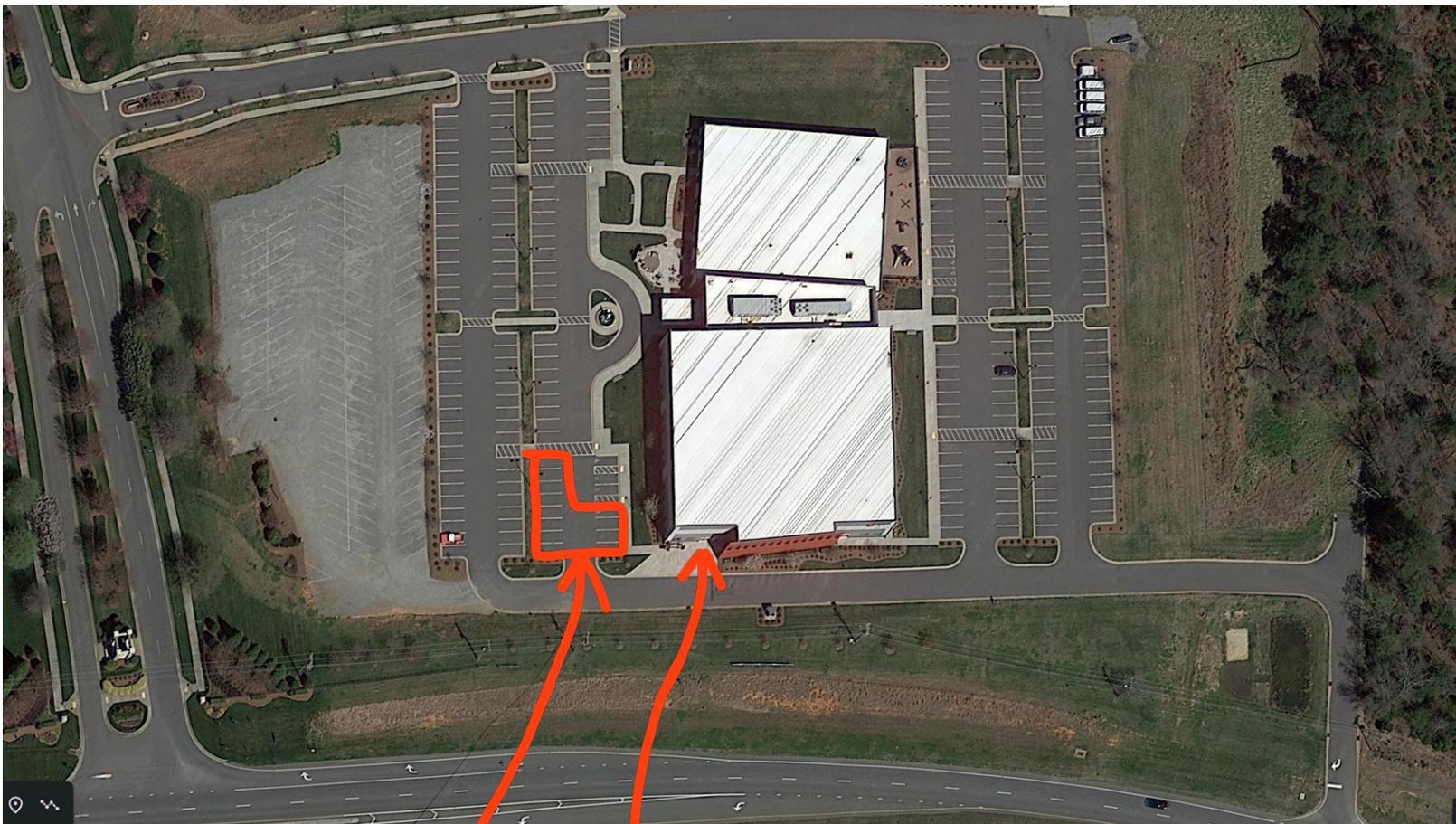
WHAT TO EXPECT

Production Team

We are so excited to have you a part of The Refuge Production team! Here is helpful information from where to park to how to get in the building. Please look over this before serving for the first time. We hope it helps you feel more prepared for that first time serving. Please reach out to us via email at production@therefuge.net if you have any questions!

PARKING

When you are are serving on the production team, we have the team park in the parking spots located closest to the back entrance. Below are is a photo marking the spots you should park in.



PARK HERE

ENTER HERE

GETTING INTO THE BUILDING

Our building runs off key fobs for access into the building AND to get around once you are inside the building as well. You will be given a key fob before serving. There are 2 doors that you can come in especially for a Sunday morning. The teams get there before the other doors are unlocked so it's important to come in through these doors. They are located on the same side you park by, onne on the left and right side. Your fob will open either door. We ask that you do not prop doors open for other team members or yourself. See pictures below:



**ACCESS AT LOADING DOCK
(LEFT CORNER OF BUILDING SIDE)**

GETTING AROUND INSIDE THE BUILDING

Once you are in the building you will need to use your key fob to get into the side halls or BOH for production. You will use the side halls to access the Greenroom, or reach the bathrooms and concourse. It's best to keep your key fob on you while walking around the building. Your key fob is programmed for access only on days you are serving. See a picture below of where to scan your fob to unlock a door:

OFFICE HALL BY PRODUCTION BOH (ACCESS TO CONCOURSE AND BATHROOMS)



OFFICE HALL (ACCESS TO GREENROOM, CONCOURSE AND BATHROOMS)



The Greenroom is located down the hall, second door to the left. We have breakfast, snacks, and coffee for all worship and production volunteers.



WHERE DOES PRODUCTION SERVE?

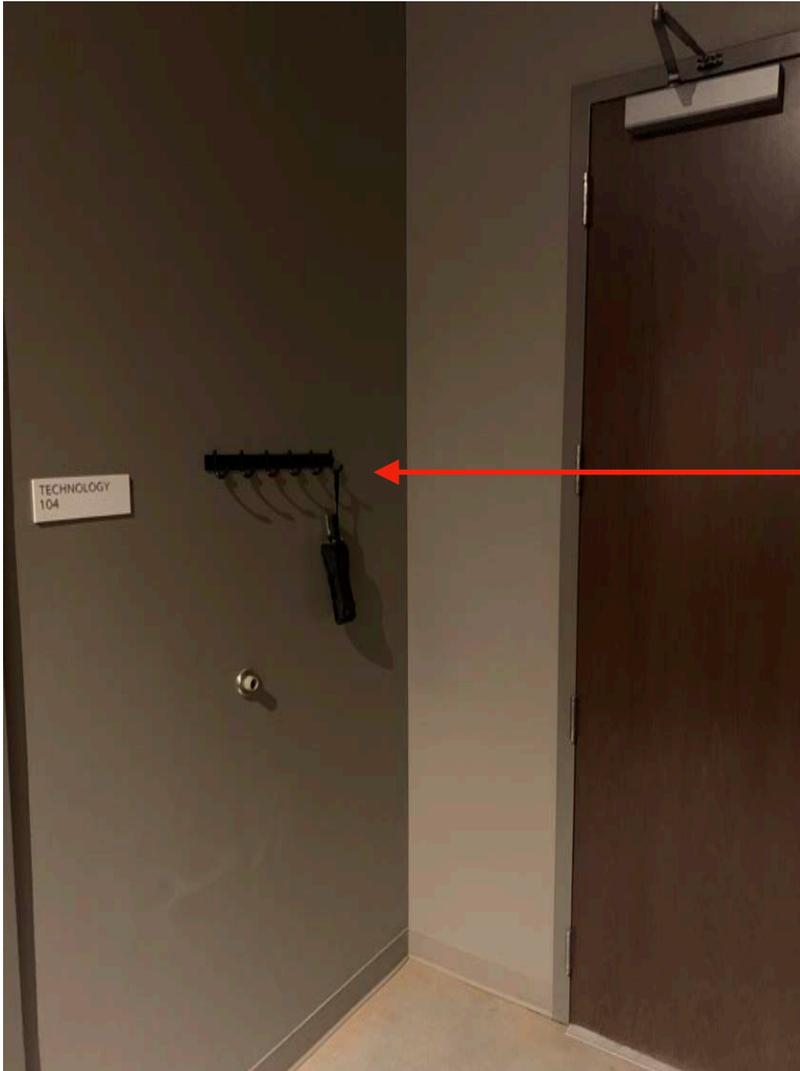
Production serves in either the auditorium or the BOH room depending on what position you are in.

BACK OF HOUSE (BOH)



WHERE TO KEEP YOUR BELONGINGS

While serving you can put any belongings in the Greenroom or on the designated hooks inside the BOH room. Because we have key fob access, your belongings will remain safe while you are serving. We ask you keep your items in one of those two places to keep from having clutter in the production areas.



HOOKS are located behind the entrance door. Please utilize the hooks to hang any jackets or purses to keep the sitting area clutter free

WHERE TO FIND CAMERAS & COMM UNITS

If you are serving on a wireless camera, you will need to get a camera and wireless comm pack. When entering the BOH room to the right there is a door that stores camera, batteries, etc.

RACK ROOM



SHELVES W/ GEAR



CAMERAS

BATTERIES

COMMUNICATION DEVICES

During our services, we use two kinds of devices for communication - WIRED COMM UNITS and WIRELESS COMM UNITS

WIRED COMM UNIT



If you are on any Back of House position or at Camera 1 you will utilize the wired comm unit. The comm unit for director and presentation is located under the table at your position along with the provided headset. To talk, simply push and hold the button. If you are directing, you can push the button once to have the talkback stay on (please avoid this on all other comms as it creates unnecessary noise).

WIRELESS COMM UNIT



If you are running camera 2, 3, or 4, you will use a wireless comm unit and a provided headset of your choice. To use the wireless comm unit, simply plug your headset in to the headphone jack and push and hold the silver button on the front to talk. Please only use the talkback feature in a necessary situation as only one wireless unit can speak at a time. When you leave your camera, please leave the comm at your station.



HEADPHONE JACK



PUSH TO TALK

TIME EXPECTATIONS

Please rely on Planning Center for call times and rehearsal times. Please see the time outline below:

- 7:15am - call time (7:00am - rehearsal)
- 7:30am - rehearsal w/ band
- 8:20am - service elements run through
- 8:30am - team breakfast and prayer in greenroom
- 8:45am - production meeting (required for worship & production team)
- 9:00am - service
- 11:00am - service

If you are serving on production team you will have a current production team member with you for your first time serving to help you through the morning or event.

The greenroom is available for you at all times while serving. We serve a hot breakfast, snacks, and coffee all morning. Before leaving after services please check in with your leader or director.