



CROSSVIEW CHURCH

GETTING STARTED IN THE BOOTH

What time do I get to church on a Sunday morning?

Be ready to go at the time listed below for your position.

7:30: Producer & FOH Sound

7:45: Tech Operator

8:45: Video Director

8:45: Camera Operators

****Everyone should be set up and ready to go by 9:00 for Prayer and Service Flow**

Is there a dress code?

We don't have a formal dress code, but these are the general guidelines:

- Please wear black or dark colours (ESPECIALLY if you are on camera)
- Avoid sweatpants and tight pants
- Avoid tees with large graphics
- Avoid jeans with excessive rips
- Please wear footwear

Why does it matter?

We are representing the church and leading others in worship. Our congregation is made up of people of all ages and we want to be respectful and don't want to be a distraction.

Err on the side of a little more dressy if unsure!

If you have any questions or concerns about this - please let me know :)

What do I need to know to do my job well?

- **If you are not sure of what you should be doing - check in with the producer.**
- **What needs to be done will depend on the position.**
- Please remember that the equipment that you are using is very expensive and needs to be treated very carefully.
- If you're not sure how to use the equipment safely, please let the producer know.
- Position specific guidelines will be available soon.

Using Planning Center

Please respond to scheduling requests on Planning Center **ASAP** so that replacements can be found if necessary. Thanks so much for your help in this!!

Planning Center Tour - On a Computer

Planning Center Tour - On a Phone