

Southside Church

TEACHING TEAM SCHEDULE

Monday	Deadline
Rough draft of Sermon/ Message uploaded into Southside Church Basecamp folder. (See Basecamp Welcome Email for link to folder)	12 Noon
Any handouts for the weekend services must be decided and communicated to tjarratt@southsidechurchva.org	1:00 pm

Tuesday	Deadline
Special requests for on-stage items (table, chairs, etc.) - email to bhancock@southsidechurchva.org	C.O.B.* Close of Business
Special requests for in-room items (tables, hand-outs, etc.) - email to tjarratt@southsidechurchva.org	C.O.B.
Suggestions for sermon Bumper Video - email to rstern@southsidechurchva.org	C.O.B.

Wednesday	Deadline
Second Draft of manuscript uploaded into Basecamp	12 Noon
ALL speaker-provided media (images/video/audio files) uploaded to Basecamp and email notification to rstern@southsidechurchva.org	C.O.B.
Written copyright permissions for ALL speaker-provided media uploaded to Basecamp - email to rstern@southsidechurchva.org	C.O.B.

Thursday	Deadline
Final Draft of manuscript uploaded to Basecamp and emailed to tjarratt@southsidechurchva.org	12 Noon

No CHANGES or ADDITIONS After C.O.B. on THURSDAY

Saturday	Time
Meet with Media Arts Team members to receive microphone. The microphone will be powered ON when you receive it. Please do not change any of the settings.	5:30 pm
After-service debriefing with Wynne Lankford /Tracy Spaur.	7:15 pm

Sunday	Time
Arrive by 8:00 AM to receive microphone from Media Arts Team members.	8:00 am
Film <i>Table Talk</i> video after 8:30am service in Room N106	9:40 am