BOOTH COMPUTER GUIDELINES

You are welcome to come set up the announcements and songs during music practice on Saturday evenings. We will try to remember to notify you should music practice be cancelled (which happens regularly), but you should probably check with us before coming on Saturday. If/when you come to set up on Sunday morning, you should arrive between 930-940am to allow plenty of time for set up and potential problem solving.

When inputting announcements, please proof read carefully, especially if you cut and paste, as spelling errors can be frequent. If something doesnt look right, ask the Pastor.

Please have announcements ready to project by 10:10 a.m. each Sunday, and begin playing praise and worship CD by 10:15.

Do a last minute check on mic settings on the sound board and fade out the music when the shofar sounds.

During worship, be sure to transition quickly from one slide to the next as we sing (transition just before the last line of a slide is completed). Keep your focus sharp!

Close out the program once greeting commences.

***Please do not let children into the sound booth. There are too many things that can go wrong (knobs turned, buttons pushed or bumped up against) due to their curiosity and energy!***

Thank you so much for using your time and talent for this important ministry!