

AUDIO-VISUAL PRODUCTION & PROJECTION DIVISION

To advise on the selection of equipment for producing and projecting audio and video technologies, advise on quotations, to oversee the quality of sound and video production & projection during the weekend working with the MC's, speakers, musicians, etc.

CO-ORDINATOR

1. Chair the monthly divisional planning meeting.
2. Co-ordinate with each department, the responsibilities of the division.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.

DEPARTMENT LEADERS

RESEARCH DEPARTMENT.

Research the needs of Missions Fest in areas such sound and video.

Research the names of companies and organizations that can supply good quality sound, lighting and video projection equipment.

If equipment cannot be borrowed, prepare quotation lists for rentals.

Assist the conference manager in making decisions in selection.

AUDIO DEPARTMENT

Set-up

Arrange for all audio equipment to be set up in advance and tested before the conference begins in both seminar rooms and the main hall. The 2-way radio operators ready before set up time.

Recording

Arrange for volunteers to record seminars and plenary sessions; arrange for training meetings.

Arrange for duplication of recordings ready for sales.

Production

Arrange for a stage manager for each hall to ensure that equipment and stage seating is in place during the conference.

Monitor the sound levels for clarity, not excessive but safe for all the listeners.

VIDEO DEPARTMENT

Set-up

Arrange for equipment (mixers, recorders, cameras, tripods, lighting and screens) to set up in advance and tested before the conference begins. Have PowerPoint specialists ready to test prepared materials and oversee presentations.

Recording

Arrange for volunteers to record plenary sessions & selected seminars; arrange for training.

Arrange for duplication of recordings ready for sales.

Production

Arrange for video coordinator for each hall; this person will train the volunteers to produce and project video. Schedule the weekend volunteers. Monitor video projection.

SALES

Prepare lists of all recordings in advance so that people will be able to order what they need.

Procure an ample supply of blank recording disks, labels and disk duplicators. Train a team to download recordings, duplicate them, label them and deliver them to the sales people.

Arrange for sales of audio & video recordings close to the main entrance of the conference. Train a team to handle the sales, record transactions and meet the public well.