



MMD PRODUCTION MEETING CHECKLIST



Welcome to the **2009 Multimedia Department (MMD) Production Meeting Checklist.**
MMD Representative NOTE: Please ensure you have the completed event RFS handy while completing this form.
THIS FORM IS FOR MULTIMEDIA INTERNAL USE ONLY.

GENERAL MULTIMEDIA

- 0 OPENING PRAYER.
- 1 Discuss and agree **duration** and latest event **end time**. **Note:** MMD latest end = 22:30 hrs.
- 2 Discuss details of **rehearsals** and/or **dry runs** if relevant. Agree dates(s).
- 3 If **unusual location**, discuss **set up details** and **access times**.
- 4 Will the 'action' be mainly based **on-stage** or **off-stage**?
- 5 Will there be an **event representative** to coordinate with MMD **during** the event?

SOUND ENGINEERING

LIVE AUDIO MIXING AND RECORDING

- 1 Discuss **band** details: who, requirements, extra equipment, specific instruments to be played, etc.
- 2 Discuss **sound check** details. Agree requirements and schedule & arrival times.
- 3 If **backing tracks** are to be used, agree delivery date / time.
- 4 Discuss **microphone** types, quantity and arrangement.

VISUAL PROJECTION

CREATION AND DISPLAY OF GRAPHICS & VIDEO CONTENT

- 1 Discuss **screen contents** in detail.
- 2 Is MVP required to **design** anything? If so, will artwork and/or other content be provided?
- 3 Discuss and agree date / time of **delivery** of external presentations.
- 4 How will presentation be **controlled** (stage or platform)?
- 5 Discuss **sound** requirements if relevant (especially if PowerPoint).

TELEVISION MINISTRY

VIDEO RECORDING AND POST-PRODUCTION

- 1 Detailed discussion of **reason** to record.
- 2 Is a **copy required** after the event? Raw or edited? DVD or DVCAM? **Note:** Event to provide blank media.
- 3 **Post-production:** is a 'clip' expected to be shown in any Jesus House service?

LIGHTING & STAGE

MOOD & EFFECTS LIGHTING AND STAGE MANAGEMENT

- 1 Discuss stage **positions** of speakers / performers for lighting purposes.
- 2 Will **gobos** be required? If so, what type: Glass or metal? Still or moving? No colour, part colour or full colour?
- 3 Discuss **stage arrangement** including **props** in detail if relevant.

WORD MILL

AUDIO, VIDEO & ONLINE DISTRIBUTION OF THE WORD

- 1 **Artwork:** will this be provided? Who is the designer?
- 2 **Prints:** will finished inserts be provided?
- 3 If non-Jesus House event, discuss supply of **blank media**.
- 4 Where/if relevant, discuss **sale price** of finished media.
- 5 Discuss production **quantities**. Seek justification for proposed quality.

ADDITIONAL INFORMATION

- 1 Re-confirm **Event Organisers' contact details**.
- 2 Re-iterate **MMD contact details** and **method**. **Note:** MMD sole contact method is via *Administrator or delegate*.
- 3 Review and agree all **actions and deadlines** from this meeting.
- 4 Ask one last time for **any other information**.
- 5 CLOSING PRAYER.