

# DECADE

| | | | | | | | | |  
01 02 03 04 05 06 07 08 09 10

Hello everyone!

I am so honored to be serving on the crew for DECADE with you. I believe February 13th is going to be a life-changing day for so many in our church and it is a privilege for us to be able to serve the 13,000 people who will attend. The event is going to stretch all of us in ways we've never been stretched before both as technical artists and as followers of Christ. I can't wait to hear the stories afterwards of what God does through the hearts of His people at New Life Church as we celebrate His faithfulness to us. Wow! I can't wait!

Please be praying for this event as we get closer. There is so much work to be done in order to execute something of this scope and literally hundreds are volunteering in many different areas so I'd specifically ask for you to remember to bathe our whole team in prayer. Unity, peace, knowledge, discernment, and confidence in the call on our lives.

Thank you for your patience in waiting for all of this information. There is a lot to cover so please be sure to read through all of the sections. I think most everything I'm going to share is as firm as it can be, but obviously there may be some minor changes, especially to the schedule, as we get closer.

From here until DECADE, if you have any questions or there is any way I can help you, please don't hesitate to contact me. 248.802.4482 (cell), [tcorder@newlifechurch.tv](mailto:tcorder@newlifechurch.tv), or on twitter: [timcorder](https://twitter.com/timcorder).

## OVERVIEW

Executing a service in a 13,000 seat arena is a daunting task, especially when you realize that we only have 28 hours of preparation time in the space. To help us, we have hired who I believe is the best production company in the country for these types of events. Majestic Productions, based in Summitville, IN, serves as a single point of contact for productions like ours. Some of their notable clients include the Passion, Catalyst, Story, & Orange Conferences, Chris Tomlin, Youth Specialties, Jeremy Camp, Gaither Homecoming, David Phelps, and hundreds of organizations all over the country who produce special events in arenas. While DECADE is a huge deal to us and way outside of our comfort zone, Majestic produces events like ours every week. I'm so excited for us all to be able to work with such talented professionals.

There are 10 crew coming from Majestic to supply the audio, video, and lighting systems that we will use in Verizon. 3 guys for audio, 3 for video, 3 for lighting, and a production manager to lead their execution. We are then supplementing those guys with 21 local union riggers, electricians, loaders, and stagehands who will work during the load-in and load-out on Saturday morning and Sunday afternoon to unload trucks, hang the PA, fly trusses full of lights, and fly screens & projectors alongside the stage, etc. Then 29 of us from New Life Church will partner with the Majestic crew to operate the service.

## CREW

I've attached a document that shows everyone who is serving on the crew in the event and the positions they will occupy. The only positions that we are still finalizing are the stagehands. That will be done in the next day or two.

There are a few positions that might be new to some of you so I think it will be helpful to outline the roles we're filling for the DECADE crew...

- \* **Service Producer & Assistants** - lead the service elements, content, and overall direction of event, call service cues
- \* **Production Manager & Assistants** - lead the production of the event by interfacing with the production vendor & crew, venue, & local union stagehands
- \* **Stage Manager** - manage the event production script, maintain the schedule for rehearsals, manage stage transitions
  
- \* **A1, A2, System Techs** - audio mixing for the room. System Techs manage the PA system and are from Majestic.
- \* **M1, M2** - audio mixing for monitors. The M1 is from Majestic.
- \* **Audio Assistants** - all things audio...stage setup, runners, cabling, etc.
  
- \* **LD** - lighting designer/operator will come from Majestic
  
- \* **Video Director** will come from Majestic.
- \* **Video Assistant Director** - the righthand for the director by knowing our people, our stylistic preferences, and working as a team to produce the live event video.
- \* **Video Assistant** - script management, runner, etc.
- \* **ProPresenter** - we will have 2 ProPresenter machines, one for lyrics and one for video playback. Each has an operator.
- \* We have **5 cameras** including the 30ft Cam Mate Jib.
- \* **Grip** - each camera has a grip assistant assigned. This person's function will differ a bit based on the camera. For handhelds, you'll feed cable, make sure the op's path is clear, and so on. For stationary cams, you'll be a runner if anything is needed, sit in for bathroom breaks, and just be available to help in any way if needed.
  
- \* **Stage Crew** - these will be the guys to handle any moves needed on stage during transitions. Mic stand moves, table and stool on and off, communion elements to the speaker, etc.
  
- \* **Stagehands** - this team will serve during load-in and load-out, helping set up the DECADE set, loading and unloading instruments, and being extra sets of hands wherever needed.

## THE COPY AND PLANNING CENTER

We have created a very detailed production script (also called copy) for the DECADE service that will be the primary information point for everything happening in the service. Music cues, solos, shot selection, transitions, lyrics...it's all in the script. You will be given a binder at the first rehearsal on February 7 and should have it with you from then on whenever you are serving on the crew.

Planning Center will be kept updated leading up to the event but think of PC as a 50,000ft view of the service, while the copy will be the ultimate source for cues and information. We'll be keeping the latest electronic version of the copy and stage drawings in the attachments section of PC.

## **REHEARSALS**

The rehearsal process for DECADE will be different than any other event we've done before simply because it isn't taking place in our room. As such, the worship team is too large to fit on our stage for rehearsal, they won't be standing in the same positions they will once we're in Verizon, the stage will be a different size and look different, etc. We won't be doing "production rehearsals" until we are in Verizon on the 12th. Rehearsals in GLR will be much more for the worship team and speakers than for us to practice operating, shooting, and directing the event.

Your primary role during rehearsals will be to sit close to the stage, follow along with the script and what is happening, take notes, listen to the music to get the feel for who sings what, who plays important things when, the flow of the service, and so forth. That way by the time we are running the service on Saturday in the arena you know it backwards and forwards and are comfortable with it. We'll only have 6 times to actually practice and run through each song and moment in the service as we rehearse in Verizon before we do it for 13,000+. Preparation is EVERYTHING!

It will be a huge help to the team if you can look at everything through the lens of "what can I do, take note of, or be learning right now that will help me better do my job?"

I've done everything possible to maximize the effectiveness of the time you will give us for this event. As such, it is extremely important for you to be present every time and ready to go at your call times.

### **February 7 - GLR Green Room - Production Meeting**

7:30p - 9:30p (snacks provided)

Objective: We will introduce and walk through the entire service, go through the script and important information, review drawings for the stage for all of the significant stage moments, preview videos, and answer questions.

### **February 9 - GLR - Service Practice**

6:00p - 9:00p (dinner provided)

Objective: Run all transitions & speaking parts, video elements, and altar/communion/closer. We'll use pre-recorded music to establish the overall flow to the service. The full band will not be present.

### **February 10 - GLR - Full Service Run Through**

6:00p - 9:00p (dinner provided)

Objective: We'll run the entire service from start to finish as closely as we can including transitions, speaking parts, videos, worship sets, and altar/communion.

## **DECADE WEEKEND**

### **Saturday, February 12**

Production Core arrive at 7:00a

Cameras & Grips arrive at 2:00p

ProPresenter Operators arrive at 3:30p

Production Core will have breakfast/lunch/dinner provided at Verizon because their schedule will not allow for them to leave for meals.

Cameras/Grips/ProPres operators will be released for dinner at 5:00p for 1 hour. There are several fast food options nearby the arena or you're welcome to bring your own food for dinner.

The first set worship band will sound check and rehearse from 5:00p - 7:00p, the second set worship band will sound check and rehearse from 7:30p - 9:30p, and then we'll put everything together, minus finished lighting, in a full run-through from 9:30p - 11:00p.

### **Sunday, February 13**

Production Core arrive at 6:00a

Full Video & Stage Crew arrive at 6:15a

We will do a full run-through of the service, now including full lighting, that must be complete by 8a. At 8a we will go back and run "God of this City" with 80 Kid-Life and G-Life kids joining the worship team on stage, speaker mic checks at 8:15a, and doors open for the event and we must clear the stage at 8:30a.

We're providing a full breakfast for all of the worship team, ensemble, and production team from 8:30-10a and the event begins at 10:30a.

When the event is complete, the video and stage crew are finished and can go to lunch with your families. Production Core will have lunch on site and then participate in the load-out. If all goes smoothly, the Production Core should be finished between 4p-7p.

## **FOOD**

As part of our rental agreement with the arena, any meal served at Verizon is required to be catered by the Verizon catering service at a more premium expense to NLC. In order to be the best stewards of the budget for the event, we've done the best we possibly can to minimize the meals we're serving on Saturday and Sunday to only those people who are unable to leave the facility due to the tight time schedule and their duties. The schedule has been created so that most groups serving have a chunk of free time to go and grab food offsite at one of the nearby restaurants. Within several blocks of the arena are McDonalds, Burger King, KFC, Taco Bell, Popeye's, and several Irish Pubs.

**Saturday** - Production Core meals will be provided on site all day. Video & Stage crew plan to have lunch before you arrive and you will have a dinner break at 5p.

**Sunday** - We will have full breakfast provided for everyone from 8:30-10:00a once we've finished the morning rehearsal. Lunch will only be provided for Production Core who will have to work through load-out.

## **BACKSTAGE PASSES**

We will provide you with a backstage pass lanyard during one of the rehearsals at GLR that you must have with you at all times on Saturday and Sunday at the arena. Security will be tight, especially on Sunday, and the pass is the only way to guarantee you have access everywhere you need to go. We'll go over the specific areas of the arena and such at the meeting on the 7th at GLR.

## **DOWN-TIME**

I'd strongly recommend bringing a book or something else quiet to do during down-time both in rehearsals at GLR and at the arena. The reality of an event like this is that there will be time when something is being worked on that does not effect you. Some of you will have more down-time than others. However, everyone's roles are extremely important to the successful execution of this event! Just do your best to be ready to go when asked.

## **PARKING & ENTRANCE TO VERIZON**

We will give you more specifics on exactly where you should park at Verizon on both Saturday and Sunday at the meeting on Feb 7th.

## **ATTIRE**

We will have long sleeve black CREW shirts for you to wear on Sunday during DECADE. We'll give them to you sometime during rehearsal week at GLR.

Everyone who is serving at the event (Ushers, Greeters, Parking, etc) is receiving a cool DECADE volunteer shirt that will be their uniform on the 12th and 13th. We included all of you in that shirt order but ask that you just keep it as a memento after the fact. We'll wear the CREW shirt during the event. Thank you!

Whew! I think that's all for now. There will be much more we will share on the 7th in GLR. Until then, I'm thankful to be on this journey with you...

*tc*

Tim Corder  
Production Manager