

PROGRAM PLANNING

A/V Coordinator

The Program A/V Coordinator ensures that the virtual components of program sessions are adequately staffed and that equipment is properly turned on and off. The coordinator also works with the Worship Sharing Coordinator and Workshop Coordinator to ensure hybrid offers have someone to assist the those sessions' facilitators with the Zoom meeting component.

Detailed instructions are provided, so no need for background/experience in IT or A/V.

- While there will be a signup sheet for people to staff the A/V table during sessions and run mics, the A/V Coordinator may need to find volunteers to ensure slots are filled, and serve as a backup person for open slots. Instructions are available for A/V table staffing, and the Administrative Coordinator will be available for guidance.
- Turn on Zoom viewing station(s), open session link on the viewing station(s) when a hybrid session is being offered, verify things are working OK, and turn off when hybrid session has ended.
- Work with Worship Sharing Coordinator and Workshop Coordinator to find a second person for each hybrid worship-sharing session or workshop being offered. This second person would serve as the Zoom host for the sessions and assist the session facilitator by operating the virtual component of the session.

Note: workshop proposals will have a box for a presenter who wants to offer the workshop in a hybrid format to indicate whether they will be providing a Zoom assistant or if the program planning group needs to provide one.