

Southside Church

# TEACHING TEAM SCHEDULE

Monday	Deadline
Rough draft of Sermon/ Message uploaded into Southside Church Basecamp folder. (See Basecamp Welcome Email for link to folder)	12 Noon
Any handouts for the weekend services must be decided and communicated to <a href="mailto:tjarratt@southsidechurchva.org">tjarratt@southsidechurchva.org</a>	1:00 pm

Tuesday	Deadline
Special requests for on-stage items (table, chairs, etc.) - email to <a href="mailto:bhancock@southsidechurchva.org">bhancock@southsidechurchva.org</a>	C.O.B.* Close of Business
Special requests for in-room items (tables, hand-outs, etc.) - email to <a href="mailto:tjarratt@southsidechurchva.org">tjarratt@southsidechurchva.org</a>	C.O.B.
Suggestions for sermon Bumper Video - email to <a href="mailto:rstern@southsidechurchva.org">rstern@southsidechurchva.org</a>	C.O.B.

Wednesday	Deadline
Second Draft of manuscript uploaded into Basecamp	12 Noon
ALL speaker-provided media (images/video/audio files) uploaded to Basecamp and email notification to <a href="mailto:rstern@southsidechurchva.org">rstern@southsidechurchva.org</a>	C.O.B.
Written copyright permissions for ALL speaker-provided media uploaded to Basecamp - email to <a href="mailto:rstern@southsidechurchva.org">rstern@southsidechurchva.org</a>	C.O.B.

Thursday	Deadline
Final Draft of manuscript uploaded to Basecamp and emailed to <a href="mailto:tjarratt@southsidechurchva.org">tjarratt@southsidechurchva.org</a>	12 Noon

**No CHANGES or ADDITIONS After C.O.B. on THURSDAY**

Saturday	Time
Meet with Media Arts Team members to receive microphone. The microphone will be powered ON when you receive it. Please do not change any of the settings.	5:30 pm
After-service debriefing with Wynne Lankford /Tracy Spaur.	7:15 pm

Sunday	Time
Arrive by 8:00 AM to receive microphone from Media Arts Team members.	8:00 am
Film <i>Table Talk</i> video after 8:30am service in Room N106	9:40 am