**RUNNER**

**PALM GROVE**

**Pre Service**

☐ Collect walkie from SD and test for functioning and volume

☐ Prepare bottled water for SL and preacher, place bottles at front row seats

☐ Set-up music stand for preacher and set it to the side of the stage

☐ Set-up 4 banners in total:

* 2 in the hall, one on the left & right of stage
* 1 at the hall main door
* 1 at lvl 1, in front of the escalator entrance (move it to the side when doors open at 4.25pm)

☐ After tech run & rehearsals, take SL & preacher’s mics from sound team and pass to PSP

personnel

☐ After PSP, take SL & preacher’s mics and place it on their seats at the front row

☐ Ensure the sound guys replace the batteries for the mics with new ones

☐ Do occasional check-ins with the various teams and report to the SD if there are any

issues

**During Service**

☐ Be attentive to the technical elements and transitions throughout the service (eyes on

stage)

☐ Give feedback to the SD/technical teams on any matters (e.g. instrument volume too soft,

slides are too slow)

☐ Convey any messages from the SL or Service Anchor to the service team via walkie talkie

☐ Right before the preacher goes up on stage, position the music stand on centre stage;

adjust it to a comfortable height

☐ Alert the Sound team when someone using the mic goes up the stage

☐ If service is video-linked, help to look out for salvations and update in the runners’ chat

group to let the runner of the live location know.

**Post Service**

☐ Put music stand at the back of the hall

☐ Keep all 4 banners back into their bags and return them to the B1 Youth Store

☐ Clear any remaining trash/water bottles from the first row of seats

**RUNNER**

**JACKSON SQUARE**

**Pre Service**

☐ Prepare bottled water for SL and preacher, place water at front row seats

☐ Set-up pulpit for preacher & adjust it according to preacher’s height

☐ Set-up 6 banners in total:

* 2 in the hall, one on the left & right of stage
* 1 at the main door, right outside guest registration area
* 1 at the junction before turning right to TheEDGE
* 1 against the wall at the lift area
* 1 at level 1 lift area (TheEDGE @ LEVEL 3 banner)

☐ Ensure all reserved signs for worship team are straight and aligned

☐ After tech run & rehearsals, take SL & preacher’s mic from sound team or whoever has it

and pass to PSP personnel

☐ After PSP, take SL & preacher’s mic and place it on their seats at the front row

☐ Remind sound guys to change batteries for mics

☐ Cues the drummer for countdown timer

**During Service**

☐ Be attentive

☐ eyes on stage at all times

☐ Convey any messages that the SL or service anchor has instructed through the walkie

☐ Right before the preacher goes up on stage, bring the pulpit up to the stage and make

sure it is at a comfortable height for the preacher. If not, help them to adjust it on the spot.

☐ If service is video-linked, help to look out for salvations and update in the runners’ chat

group to let the runner of the live location know.

**Post Service**

☐ Dismantle pulpit and keep it back in the bag

☐ Keep all 6 banners – ensure that the ‘THEEDGE @ LEVEL 3’ banner is kept in the correct bag with the label

☐ Keep pulpit and banners neatly on the shelf

☐ Keep any unused bottles of water

☐ If water is running out, inform runner head

**RUNNER**

**RUBIKON**

**Pre Service**

☐ Prepare bottled water for SL and preacher, place water at front row seats

☐ Remove pulpit and take music stand from mandarin hall

☐ Set-up pulpit for preacher & adjust it according to preacher’s height

☐ Set-up 4 banners in total:

* 2 in the hall, one on the left & right of stage
* 1 against the wall at the lift area on second floor
* 1 at level 1 escalator area (THEEDGE @ LEVEL 3 banner)

☐ After tech run & rehearsals, take SL & preacher’s mic from sound team or whoever has it and pass to PSP personnel

☐ After PSP, take SL & preacher’s mic and place it on their seats at the front row

☐ Remind sound guys to change batteries for mics

**During Service**

☐ Be attentive

☐ eyes on stage at all times

☐ Convey any messages that the SL or service anchor has through the walkie talkie

☐ Take note of last video for EA and remind the preacher

☐ Right before the preacher goes up on stage, bring the pulpit up to the stage and make sure it is at a comfortable height for the preacher. If not, help them to adjust it on the spot.

☐ Pass the mics to relevant speakers (i.e SL/Preacher)

☐ If service is video-linked, help to look out for salvations and update in the runners chat group to let the runner of the live location know.

**Post Service**

☐ Keep all 4 banners – ensure that the ‘THEEDGE @ LEVEL 3’ banner is kept in the correct bag with the label

☐ Bring the music stand back to the mandarin hall & put back the pulpit

☐ Keep any unused bottles of water

☐ If water is running out, inform runner head