

Marcia Whitehead

PERFORMANCE NEEDS – Wrappings

Needed from Host Church or Organization:

1. Small table large enough for a glass of water and performance notes. Table can be placed on either the left or right side of the platform.
2. Glass of water on the small table.

Sound Needs:

1. A hand-held mic or an earpiece microphone if it is specifically designed to accommodate a professional vocal performance.
2. A CD containing accompaniment tracks to be played during the presentation will be provided. Please provide a sound technician to arrive 45 minutes before the presentation begins for a sound check.

Video Needs:

1. A PowerPoint document with slides to be screened throughout the presentation will be provided. If the sanctuary is particularly sunlight-filled, window coverings, particularly near the projection screen may be helpful to provide the audience comfort in viewing the screened images.
2. A two-minute DVD to be screened at the close of the service will be provided.

Other:

1. A word-for-word script with indications of when the accompaniment tracks should be played and images screened will be provided.
2. A suggested introduction, presentation flow and love-offering information will be provided.
3. If you would like to receive all the above mentioned materials ahead of time, please let Marcia know and she'll send everything as email attachments. She will also bring hard copies with her as back-up.

Display Table:

Please provide one 6' to 8' table in the foyer/lobby for our resources and information. If your services are attended by more than 45 people, a volunteer to help staff the table after the presentation would be deeply appreciated. Marcia will provide the volunteer with information about the Food for the Hungry materials that will be on the table.

Thank you very much for your assistance!