

## LEVEL 1 - A) Easter, Christmas, Team Night, At The Movies. B) NLLC & Collide Conference, Sisterhood

*Creative Requests - A) Minimum of 16 weeks.*

*B) Minimum of 8-9 months for Communication plan. Minimum of 16 weeks for Arts, Worship & production.*

Production	Art	Programming	Worship	
Full Stage Lights	Photography/B-roll	Communicators	Full "A" Team support*	
Full Stage Design	B-roll on file	Full Support (PCO)	Live worship**	
IMAG	3 TV Graphics	Experiential Time	Band- All Worship Staff	
3 cameras	Graphic Promos	Stage Announce (4)	Special Lyric Files	
Video Record	Promo Videos (3)	Stage Illustration	Set planned 8 wks prior	
Rented equip needed	Signage/Full Graphics	Extra elements	2-3 add'l rehearsals***	
Full Prod Team	Banners, Slides, Videos	Fun Sketches	New/Special songs****	
Site Visit	Print Materials (2)	Promo Video in services	Pre/Post Service Playlist	
Production Opener	Décor	Touchcards on seats	Closing Keys for Speakers	
	Custom Note Cards for Speakers		Experiential/Flow Time	
			*Drums, Bass, Keys, AG, 2 Egs, MD, 3-4 Vocals	
			**with special elements	
			***outside normal schedules	
Live/full Social Media Ads	Printed material-booklets	Childcare if nec	****planned in relation to theme	
Website/Form Integrate	Tokens	Full ELT Participation	**Creative Arts not responsible for event planning	
App Integration	Apparel	Access to all staff		
Email blasts	Print materials (2)	Full event support		
Ticketing	Several months ahead	Full facility support		
Promo Roadside Signs	Centralized Project	Several months ahead		
	See creative request timeline above	Resource Center		
		Lights/Tables		

# LEVEL 2 - KB Night, Baptism, FX Nights, Collide Nights (Bigger Events), National Serve Day, Project Back to School, Emerging Adults, Lead Pastors' Track

## Freedom Experience

*Creative Request - Minimum of 12 weeks. (6 weeks for printed materials to be delivered on time for promotion purposes)*

Production	Art	Programming	Worship
IMAG for FM	Slides/Graphics	Message	Full "B" Team*
Stationary Lighting	1 video at event	Host/Communicators	Live worship
Limited Production	Digital signage	2 stage announcements	Leader/1 Staff Rep
1 Producer	Photographer	Weekend Promo Planning	Pre/Post Service Playlist
1 Lighting	Promo Videos (1)	Full Program Sup (PCO)	Closing Keys for Speakers
1 Sound	Promo Pre B-roll	Experiential Time	Experiential/Flow Time
1 Operated Projector	T-shirts (Not all)	Promo Video for wknd-possibly	
1 Camera	DblWide versions -Videos		*Drums, Bass, Keys, AG,
			1 EG, MD, 3 vocals
			(2-3 Worship Leaders)
Communication	Project Manager	Event Planning**	
Social Media Ads	Printed materials (1 simple)	Childcare if nec	** Creative Arts not responsible
No ticketing	Tokens	Appr Cent/Loc staff (15)	
Graphic promos (1)	9 weeks out	Appr ELT Participation	
Email blasts	Shirts (Only Baptism)	Facility Sup for Set-up	
Web/Form Integration		Facility Sup for Tear down	
App Integration		Appropriate Event Support	

**LEVEL 3 - Staff Chapel, Staff Retreat, Staff Christmas Party, Trainings, Empowerment Track, Lead Pastors' Track Celebration, Ascend Retreat, Ascend Graduation, Assimilation Trainings, Holiday Team Party, Staff Development Day**

*Creative Request - Minimum of 8 weeks.*

<b>Production</b>	<b>Art</b>	<b>Programming</b>	<b>Worship</b>
No IMAG	1 title graphic (FM)	Message	Limited worship*
Limited Production	No video	Host/Communicators	3 people
1 Producer	No photography	Limited stage/News (All church(1-2)	Acoustic or playlist
Audio Recordings?	1 foyer screen graphic	Prog Support if nec (PCO)	2 worship song slides
No Foyer Graphics for 3 TV's	No promo video		Closing keys for speakers
	No graphic promo		
	Slides (instr to create)		*Stripped down live
			setting: (Keys, Guitar,
			Vocal Set-up
			1-2 Worship Leaders)
<b>Communication</b>	<b>Project Manager</b>	<b>Event Planning**</b>	
			**Creative Arts not responsible
Limited Social media	No printed material	Team Spec Staffw/Loc Influence	
SM- All church Yes	No created token	Ltd Facilities/Event Support	
SM- Tribe Specific No	No childcare	No childcare	
App Integration	6 weeks out		
No ticketing	No print material		
Email blasts			
Web/Form Integration			

## LEVEL 4 - 3rd Saturday, Staff Meeting, Missions Trips, Location-based Training, 21 Days of Prayer

*Creative Request - Minimum of 4 weeks.*

Production	Art	Programming	Worship
Sound system	1 potential screen graphic	No prog support	No live worship
	1 potential flyer- print in hand	No stage announcement	Playlist available
Communication	Project Manager	Event Planning	
No web presence??	4 weeks out	No "event" support	
Social media instructions			
1 potential Email blast			
No ticketing			