

New-Ark Area Emmaus Community Technical Director Reference Manual

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Technical Director Responsibilities Overview

1. Prepare event-ready PowerPoint presentations for each talk prior to their preview at the team meetings. This includes the marking of slide transitions on the copies of the talks in order to make the presentations seamless.
2. Run or direct the running of the PowerPoint presentations during talk previews to ensure that the slides correctly reflect and support the talk, and to allow team members an opportunity to get comfortable with the process. Arrange for a PC and display monitor to be used in each preview so that the slides are previewed by all reviewers with each talk.
3. Become proficient at the setup of (1) PC to display monitor, and (2) PC to projection and sound systems utilizing Technical Director Reference Manual instructions.
4. Become proficient at the operation of the sound system and projector in the Conference Room.
5. Become proficient at the operation of the sound system and computer/projection systems in the Sanctuary.
6. Assist Special Music folks with sound as necessary.
7. Assist Music Director by creating PowerPoint song sets during the event as necessary.

Prior to the Team Meetings

Prior to the first team meeting, the Technical Director needs to do the following:

- Contact the Communications Chairperson (**communications@new-arkemmaus.org**) and provide a reach email address. The Communications Chairperson will set up a team Technical Director email forwarder (**mwtd@new-arkemmaus.org** for a Men's Walk Team; **wwtd@new-arkemmaus.org** for a Women's Walk Team; and **fftd@new-arkemmaus.org** for a Face to Face Encounter team); emails sent to the email forwarder address will be forwarded to the reach email addresses provided by the Technical Directors.
- Secure two laptop computers to be used during the team meetings for talk previews. The community has 6 laptops available for use by the Men's Walk, Women's Walk, and Face to Face Encounter teams. Contact the Audiovisual Coordinator (**audiovisual@new-arkemmaus.org**) to obtain the laptops needed.
- Secure the hardware required to connect 2 laptops to display monitors for talk previews. The Technical Director will be provided by the Audiovisual Coordinator with one or two team cable bags that contain the cables and other hardware components which should be sufficient for the setup of two talk previews.
- Contact the team members who will be previewing at the first team meeting to get copies of their talks: ask that the talks be made available by the weekend prior to the meeting.

During the Team Meetings

- Several days before each team meeting, obtain copies of the talks being previewed at the coming meeting (electronic versions via email are preferable). For a Thursday evening meeting, it is suggested that the deadline be Sunday or Monday evening prior to the preview; for a weekend meeting (Saturday or Sunday), it is suggested that the deadline be the Tuesday evening prior to the preview.
- Using the talk template slides as starting points, edit and augment the slides as necessary to fit and support the talks; changes to slides should be made according to the following guidelines:
 - The standard look and feel must be maintained: background, text fonts and point sizes, slide transitions, and slide animations must be kept consistent from slide to slide, and talk to talk. **Point sizes should generally be 32 or larger for all text.**
 - **ONLY THE TOP TWO-THIRDS OF EACH SLIDE may be used for the talk slides; text displayed on the bottom third of a slide cannot be seen by those seated towards the back of the conference room. (NOTE: for song lyric slides, only the TOP HALF of each slide may be used to account for the possibility of folks standing while singing.)**
 - Care must be taken when changing any of the main points of the template to match the speaker's talk: the speaker may have relied more on a previous talk than the abbreviated outline in preparing their talk, and may have inadvertently omitted or changed points that are in the current talk outline. When in doubt, check the current talk outline (in the Technical Director's notebook) and/or consult with the speaker, preferably before the talk preview occurs.
 - All repeated points and phrases that the speaker and/or team want the pilgrims to write down should be presented on a slide (**except for scripture references – scripture references should not be listed on the slides (clergy talks *may* be an exception)**). The team preview of the talk should determine *whether* a given point or phrase is worth repeating; but, once decided by the team that a given point or phrase is to be repeated, **the text should be on the slide verbatim to aid the pilgrims in writing it down.**
 - If multiple list points are on a slide, the slide animation should ensure that the points do not appear all at the same time, but, rather, each point appears on the screen as it is referenced by the speaker.
 - Blank slides should be inserted when appropriate so that text left on the screen does not become a distraction (e.g. when the speaker is giving testimony or telling a story, etc.). NOTE: A blank slide is one with only the standard slide background displayed; 'black screen' slides (solid black background) may be used at the beginning and end of the talk but should not be used within the talk.

NOTE: the outcome of this step should be event-ready PowerPoint presentations that accurately reflect and support the speakers' preview talks without being a distraction.

- Once the preview slides are complete, mark up printed copies of the talks to note slide transitions and mouse clicks; store these copies with the corresponding talk outlines in the event Technical Director's Manual.

- Provide for the preview slides to be loaded onto the preview laptops (e.g. put the talk slides on a flash drive, etc.).
- Arrive early enough before team meeting to setup the laptops and display monitors for the talk previews; for previews held in the lower level Social Room:
 - obtain the white display system remote and the individual display monitor remotes from the Conference Room Sound closet (the display monitors are numbered 1-4 starting in the northwest corner of the Social Room and proceeding clockwise; the remotes are numbered corresponding to the display monitors)
 - turn on the display system for each display monitor being used (a little red light at right end of the bottom edge of the display monitor will come on); make sure that the display monitors themselves are OFF
 - if not on, press the 'Power' button on the connection dock (strip just below the monitor) to turn power on to the dock; push the 'PC' button on the dock to switch to that mode
 - use a VGA cable to connect the laptop to the connection dock, and plug the laptop's power cord into the dock
 - once everything is connected, turn on the laptop and allow it to fully boot
 - finally, use the display monitor remote to turn on the display monitor; once it is on, if it is not showing the laptop's background image, toggle the mode on the dock from 'PC' to something else, and then back to 'PC'
- As time permits, obtain a list of songs from the Music Director and create a song set presentation file for the team-singing portion of the team meeting.
- If there are two Technical Directors assigned to the team, they will run the PowerPoint for the meeting's concurrent talk previews; if there is no Assistant Technical Director assigned to the team, the Technical Director will run PowerPoint for one of the talk previews, and will coordinate with an ALD or Coach (preferred) or other team member to assist in running the PowerPoint for the second talk preview.
- Solicit and record comments on the slides prior to the speaker returning to the room.
- Once the final talk text copy is received, make the final changes to the slides.
- **For clergy talks**, if the clergy speaker is giving a talk that they have given previously in our community, check the Clergy Talk archive (on the Technical Director's Walk team page on the Community website: new-arkemmaus.org/team/wte/td) to see if the talk text file and/or tailored slides were saved for the talk. If so, contact the clergy and determine what changes if any they will be making to their talk (it is helpful to email them the talk text file from the archive as a place to start).
- When the primary Emmaus event laptop becomes available, in preparation for the event, **all completed ('event ready') PowerPoint presentation files and their associated talk text files (e.g. Microsoft Word files, PDF files, etc.) should be placed on the Emmaus laptop in the 'Current Event' folder(s).**
- Ask the Lay Director to provide the contact information for the persons who will be providing Special Music on the event. Make arrangements to meet with the persons within the last couple of weeks before the start of the event to review the setup and run sound checks with them in the Sanctuary (or wherever the music will be provided). Take care to record the accompaniment (CD, etc.) volume levels, as well as the microphone levels, as these will be needed when the Special Music is provided for the event.

During a Walk

Pre-Walk Laptop Setup Checklist

Before the team is to report to the Sanctuary prior to the start of the Walk, the laptop should be setup in the conference room, and, with the optional assistance of the Audiovisual Coordinator, the laptop and projection system checked as follows:

- Connect the laptop screen output to the connection on the east wall of the conference room (beside the laptop table), using the **VGA cable that is in the event laptop's bag**.
- Connect the laptop headset output to the microphone jack on the east wall of the conference room (behind the laptop table) using the **XLR-XLR microphone cable from the event laptop's bag**, and the **Laptop Sound Port connector from the event laptop's bag**.
- Use the **USB-connected mouse from the event laptop's bag**. This is to reduce the likelihood of stray signals (or a low battery) causing spurious, undesired 'mouse-clicks' (which are particularly troublesome when they occur during a presentation).
- Make sure that the laptop **audio is 'on'** (not muted), and set to approx. 70% of full volume; make sure that the laptop **sounds are turned off**: on the Control Panel, select the 'Sounds and Audio Devices' icon; select the 'Sounds' tab, and set the 'Sound scheme' to 'No Sounds'.
- The desktop background should be plain black: on the Control Panel, select the 'Display' icon; select the 'Desktop' tab, and make sure the 'Background' is set to 'None' and the 'Color' is set to black.
- Check the 'Current Event' folder to ensure all of the talk PowerPoint files are in the folder.
- Place a shortcut to the 'My New Friend' PowerPoint file on the desktop (this file is in the 'ThursdayPPTandMovie' folder).
- The laptop graphics option should be set to 'Extended desktop.' Open a PowerPoint presentation file and verify that PowerPoint is setup to use the 'Presenter View' mode. (**See the "Reference Information: Graphics Options and Presentation Modes" section of this reference manual for details.**)
- Using the projector remote, ensure that the projector can be powered on and that the laptop screen can be projected onto the conference room screen; **NOTE: the projector should be powered off** whenever it will be idle for a long period of time (e.g. mealtimes, break times, etc.; this will help prevent overheating and prolong the bulb life).
- Check the projector settings using the 'Holy Spirit, Thou Art Welcome' song slides, or one of the talk files in the 'Current Event' folder (pick one that has text extending to the edge of the screen). Adjust the focus manually (twist the projector lens), and adjust the projection size and shape ('keystoning') via the projector menu (software) interface (use remote).
- Using the shortcut to 'My New Friend' on the desktop, start the presentation and advance to the slide that automatically starts the movie (4th slide). Make sure that the movie looks correct on the projection screen, and that the sound level is adequate (see the *Weekend Duties – Thursday Night* for detailed instructions on running the movie).
- Verify that the laptop has internet access. If not, check the network connection: the laptop should be connected to the First United Methodist Public network (password **welcome!**).
- Before leaving the conference room, restart the 'My New Friend' presentation, leaving it on the first 'black screen' slide, and power off the projector.

Weekend Duties

The Technical Director will receive from the Lay Director a detailed Walk duties timeline for the weekend which should be reviewed prior to the Walk, and referenced throughout the weekend. For the most part, the activities of the Technical Director are a repetition of: (1) prepare to run a song set and/or talk presentation; and (2) run the song set / talk presentation. **See the “Reference Information: Song and Talk Template Presentation Files” section of this reference manual for details on preparing and running the song set and talk presentation PowerPoint files.**

The other primary responsibility of the Technical Director on the weekend is running the sound systems in the conference room and in the Sanctuary. **See the “Reference Information: Host Church Sound and Lighting Systems” section of this reference manual for details on the sound systems.**

The remainder of this section will highlight some of the additional or specific duties that the Technical Director must be aware of and be prepared to perform.

Thursday Night

My New Friend

Turn on the projector, and start the “My New Friend” show (if not already running), leaving it on the first ‘black screen’ slide. Wait for the cue from the Assistant Lay Director then display the “My New Friend” slide; leave displayed for the entire “My New Friend” activity. At the end of the activity, advance the slide to the next ‘black screen’ slide, and wait for the cue to start the movie.

“The Way of Pilgrimage” Movie

When it is time to start the movie, click to advance to the next ‘black screen’ slide which will automatically start the movie. After the movie ends, exit the presentation.

Friday

PowerPoint Presenter View

Before the first talk, verify that PowerPoint is setup to utilize the ‘Presenter View’ for the talk presentations.

Dying Moments, Cross Ceremony, and Closing Communion Song Sets

As time permits on Friday, create the song sets for Dying Moments communion, the Cross Ceremony, and the Closing communion using song lists provided by the Music Director. (If possible, creation of these song sets should be done before the event starts.) Once completed, they may be loaded onto the Sanctuary computer sometime during a break.

Saturday

Dying Moments

If not already done, the Dying Moments Communion song set must be loaded on the Sanctuary computer (and the computer and projectors turned on) prior to the group’s moving to the Sanctuary. **The Music Director and the Technical Director must be the first two to participate in the Dying Moments communion so that the Technical Director can run the communion song set presentation.**

Poster Party ‘Scoring’

As the tables present their skits/songs/posters/etc., participate in the ‘scoring’ by the Table of Arrears, using PowerPoint slides, if desired.

Sunday

Cross Ceremony

If not already done, the Cross Ceremony and Closing Communion song sets must be loaded on the Sanctuary computer (and the computer and projectors turned on) prior to the group’s moving to the Sanctuary. When running the Cross Ceremony song set, be prepared to jump to the ‘Amazing Grace’ slides at the signal from the Music Director.

Other Technical Issues & Troubleshooting

Projector Problems

If the projector fails to turn on or something happens to the bulb, have an ALD contact the Logistics Day Captain on duty to install the spare projector (typically stored in the Sanctuary sound closet).

To help prevent the projector bulb from overheating, the projector should be powered off whenever it will be idle for a long period of time.

Printing Files

The computer and printer in the Youth Center (Room 101) may be used to print files off of a USB flash drive. The USB port and the power button are along the right edge of the monitor. The screen login password is **password**. If the printer is out of paper, check for paper on the shelves in the Youth Center; if none can be found there, paper may be obtained from the copier on the second floor.

During an Encounter

Pre-Encounter Laptop Setup

Because Face to Face Encounter events are held at varying host locations, the Technical Director(s) must work with the facilities personnel at the event's host location to determine what equipment is available and what procedures are to be followed. The Technical Director(s) should arrange to visit the host location early in the team meeting schedule so that detailed directions are in place before the final team meeting's walkthrough.

Similar to a Walk, on an Encounter there are two 'places' where presentation and sound facilities are needed: the Conference Room, and the Chapel. Depending on the host location facilities, the same room, and, therefore, the same presentation and sound equipment, may end up being used for both of these 'spaces.'

Event Duties

The Technical Director will receive from the Lay Director a script / timeline for the Encounter, which should be reviewed prior to the event, and referenced throughout. For the most part, the activities of the Technical Director are a repetition of: (1) prepare to run a song set and/or talk presentation; and (2) run the song set / talk presentation. **See the "Reference Information: Song and Talk Template Presentation Files" section of this reference manual for details on preparing and running the song set and talk presentation PowerPoint files.**

The other primary responsibility of the Technical Director on the weekend is running the sound system(s).

PowerPoint Presenter View

Verify that PowerPoint is setup to utilize the 'Presenter View' for the talk presentations.

My New Friend

Just before the first Conference Room session, start the "My New Friend" show, leaving it on the first 'black screen' slide. Wait for the cue from the Coach then display the "My New Friend" slide; leave displayed for the entire "My New Friend" activity.

Dying Moments, Cross Ceremony, and Closing Communion Song Sets

As time permits on the first day, create the song sets for Dying Moments communion, the Cross Ceremony, and the Closing communion using song lists provided by the Music Director. (If possible, creation of these song sets could be done before the event starts.) Once completed, they may be loaded onto the Chapel presentation facilities.

Dying Moments

The Dying Moments Communion song set must be loaded onto the Chapel presentation facilities (and the presentation facilities turned on) prior to the group's moving to the Chapel. **The Music Director and the Technical Director should be the first two to participate in the Dying Moments communion so that the Technical Director can run the communion song set presentation.**

Cross Ceremony

The Cross Ceremony and Closing Communion song sets must be loaded onto the Chapel presentation facilities (and the presentation facilities turned on) prior to the group's moving to the Chapel. When running the Cross Ceremony song set, be prepared to jump to the 'Amazing Grace' slides at the signal from the Music Director.

After an Event

Laptop Cleanup & Documentation Feedback

After a Walk or Encounter event, the following should be done to prepare the laptop(s) for the next Technical Director:

- On the event laptop computer, create a folder for the event just completed under the 'Event Archives' folder; copy all of the event's talk files (both the PowerPoint presentation files and the text files) from the 'Current Event' folder to this event-specific folder, and delete them from the 'Current Event' folder. **NOTE: Do not remove the Walk Thursday night folder (ThursdayPPTandMovie) or any of its file(s).**
- On each community laptop computer, cleanup any event-specific presentation files (song sets, shortcuts, preview-version talks, etc.) or other files from the computer's desktop.
- Make sure that **the event laptop's bag has the VGA cable, the XLR-XLR microphone cable, and the Laptop Sound Port connector** (the ones that are marked as belonging to Emmaus) stored in zipper-lock bags in one of the side pockets.
- Make sure that all of the other cables used during team meetings (e.g. VGA, HDMI, single component RCA cables and S-video to RCA component adapters, etc.) are stored in the marked zipper-lock bags and returned to the team cable bag(s).
- Return the laptops and the team cable bag(s) to the community Audiovisual Coordinator.

Any comments or corrections to this Technical Director Reference Manual should be returned to the Event Team's Board Representative.

Gathering after the Event, and the Next Event's Candlelight

If schedules allow, the event's Music Directors and Technical Directors are asked to provide song leadership and sound / projection support for the Gathering immediately following the event. **If you are unable to serve at the Gathering following the event, please contact the Audiovisual Coordinator as soon as possible.**

The event's Music Directors and Technical Directors are also asked to provide song leadership and sound / projection support for the **Candlelight service of the *following* event.**

Let the Audiovisual Coordinator (audiovisual@new-arkemmaus.org) know if you will be unable to serve at the Candlelight service held during the next event.

Reference Information: Song and Talk Template Presentation Files

Song Presentation Files

Location of Files

On the Community's laptop (Windows computer), the song files are stored as PowerPoint Presentation files in the folder **Desktop\Emmaus Folder\SongbookSlides** (the path for the desktop is C:\Documents and Settings\New Ark Emmaus\Desktop).

On the Sanctuary computer (a Windows desktop computer), the song files are stored as PowerPoint Presentation files in the folder **Desktop\Emmaus\SongbookSlides**.

The song files are named for the song titles; additionally, a shortcut exists for each song file, named for the corresponding number of the song in the published New-Ark Area Emmaus Community Songbook.

For convenience, there is the PowerPoint Show file called "Holy Spirit, Thou Art Welcome" in the upper right corner of the laptop's Desktop. If it is not already there, you can open the song file (from the Songbook folder), and save it to the Desktop as type 'PowerPoint Show'. By saving it as a PowerPoint Show file (rather than a PowerPoint Presentation file), it will automatically start as a slide show when double-clicked. (NOTE: If the laptop's graphics options are set to 'extended desktop', the mouse clicks to advance the slides must be made below and to the right of the laptop screen.)

Creating Song Sets

There are different ways to create and manage song sets for a Gathering or for a walk. The following are simply suggestions to aid in that process – use or not as you see fit.

A song set is a single slide file that includes the slides for all of the songs the Music Director wants to sing for a given song session. In addition to the list of songs, **the Music Director must indicate whether he/she wants any changes to any of the 'song roadmaps'**.

A 'song roadmap' gives the order and repetition of the verses, choruses, etc., of a given song. The Community Songbook Slides for a given song, then, correspond to a specific 'song roadmap' of the song. **The 'song roadmaps' for all of the Community Songbook songs are listed in a 'SongbookSlideRoadmaps' file on the Music Director and Technical Director team pages on the Community website.**

It is the responsibility of the Music Director to review the song roadmaps for the songs they want to sing, **and to inform the Technical Director if they want a different 'song roadmap'** for a song that would require changes to the standard Songbook slides.

1. Gathering Song Set (Sanctuary Windows desktop computer)

For a Gathering, the evening's Music Director will give you one or two lists of songs: they will give you a list of songs for before the Gathering starts, and, optionally, one for communion (there is a standard communion song set that the Music Director may choose to use instead).

To create a Gathering song set, it is suggested you:

1. open the first song of the set from the song book folder, and immediately do a 'Save As', saving the file to the desktop (name it 'gathering<date>', or some other distinguishable name);
2. on the 'Insert' tab, use the 'New Slide' menu (click on the menu arrow) and select 'Reuse Slides' – this will open the 'Reuse Slides' task pane

3. for each of the other songs in the song set:
 - in the numbered slide list along the left side, click where you want the slides to be inserted (usually at the end of the current slides);
 - use the 'Reuse Slides' task pane to find the song slide file, and open the file;
 - check the box at the bottom of the task pane that says 'Keep source formatting';
 - right-click on the first slide displayed in the task pane, and click on 'Insert All Slides' in the displayed pop-up menu
4. change, move, duplicate, or delete slides to make any 'song roadmap' changes requested by the Music Director.

2. Event Song Set (Windows laptop computer)

On an event, the Music Director will give you a list of songs they wish to sing for a particular song session or before a particular talk.

It definitely facilitates transitions between the songs to have created a song set (when time permits), so it is recommended that you do so. However, there are times when the Music Director doesn't have time to create a song set, or when there is unexpectedly more time for music, and so the Technical Director should be ready and able to bring up individual songs on the fly. **The Music Director must adhere to the standard 'song roadmaps' when singing songs 'on the fly'.**

To create a standalone walk song set, it is suggested that you:

- open 'Holy Spirit ...' (or other 'centering' song used for the event) from the song book folder as the first song of the set, and immediately do a 'Save As', saving the file to the desktop (name it '<Day>Songset<#>', or some other distinguishable name);
- leave a 'black screen' slide after the 'centering' song, then use the 'New Slide' menu on the 'Insert' tab to insert the slides for each of the other songs in the song set (see specific steps under the **Gathering Song Set** instructions above); NOTE: by making the centering song the **first** song in the file, you can quickly move back to it when you need to end the set;
- as needed, change, move, duplicate, or delete slides to make any 'song roadmap' changes as requested by the Music Director.

When displaying a song set presentation created in this way, you should **select the 'black screen' slide just before the first slide of the first song** (i.e. the second slide), and then view the show starting with that slide.

To create an event song set that will immediately precede a talk, it is suggested that you combine the song slides and talk presentation slides into the same file as follows:

- open the talk presentation file, and immediately do a 'Save As', saving the file to the desktop (name it '<Day><Talkname>', or some other distinguishable name);
- **the talk presentation file should already have 'Holy Spirit ...' (or other centering song) and a 'black screen' slide at the beginning of the file**; if they are not there, insert them;
- at the end of the file, if not there already, add a 'black screen' slide, and then insert the slides for each of the songs in the song set (other than the 'centering' song);
- as needed, change, move, duplicate, or delete slides to make any 'song roadmap' changes as requested by the Music Director.

When displaying a song set / talk presentation created in this way, you should **select the 'black screen' slide just after the talk slides** (right before the first slide of the first song), and then view the show starting with that slide. When you need to end the song set, select the first slide ('Holy Spirit ...' or other); after singing the 'centering' song, advance to the next 'black screen' slide, and you will then be ready for the talk presentation that follows.

Talk Template Presentation Files

Location of Files

The latest versions of the talk template files are available on the Team/Technical Director page of the New-Ark Area Emmaus Community's website. The Audiovisual Coordinator will ensure that these files are loaded onto the New-Ark Area Emmaus Community laptops prior to the laptops being turned over to the Technical Directors for use on the walk.

The talk template files will be placed in the folder:

Desktop\Emmaus Folder\Downloaded Talk Templates

(the path for the desktop is C:\Documents and Settings\New Ark Emmaus\Desktop).

Creating Talk Presentations from the Talk Template Files

All Talk Template files (except the one for the Priority talk) begin with a song slide for 'Holy Spirit, Thou Art Welcome' and a 'black screen' slide prior to the talk title slide; and all Talk Template files end with a 'black screen' slide. These slides should be left in the talk presentation file ('Holy Spirit ...' may be replaced with the slides for another 'centering' song) as they facilitate the creation of a combined song set / talk presentation file (see the "Song Presentation Files" section above for more information).

Using the talk template slides as starting points, edit and augment the slides as necessary to fit and support the talks; changes to slides should be made according to the following guidelines:

- The standard look and feel must be maintained: background, text fonts and point sizes, slide transitions, and slide animations must be kept consistent from slide to slide, and talk to talk. **Point sizes should generally be 32 or larger for all text.**
- **ONLY THE TOP TWO-THIRDS OF EACH SLIDE may be used; text displayed on the bottom third of a slide cannot be seen by those seated towards the back of the conference room.**
- Care must be taken when changing any of the main points of the template to match the speaker's talk: the speaker may have relied more on a previous talk than the abbreviated outline in preparing their talk, and may have inadvertently omitted or changed points that are in the current talk outline. When in doubt, check the current talk outline (in the Technical Director's notebook) and/or consult with the speaker, preferably before the talk preview occurs.
- All repeated points and phrases that the speaker (and team) wants the pilgrims to write down should be presented on a slide (**except for scripture references – scripture references should not be listed on the slides (clergy talks *may* be an exception)**). The team preview of the talk should determine *whether* a given point or phrase is worthy of repeating; but, once decided by the team that a given point or phrase is to be repeated, **the text should be on the slide verbatim to aid the pilgrims in writing it down.**
- If multiple list points are on a slide, the slide animation should ensure that the points do not appear all at the same time, but, rather, each point appears on the screen as it is referenced by the speaker. If the speaker refers to the multiple list points by number (i.e. '1', '2', '3', etc.), then the list should be numbered on the slide.
- 'Blank' (blue slide background) slides should be inserted when appropriate so that text left on the screen does not become a distraction (e.g. when the speaker is giving testimony or is telling a story, etc.).

Reference Information: Graphics Options and Presentation Modes

Laptop Graphics Options

Because the graphics software varies on the different community laptops, and because the specific instructions may change over time as the software is updated, etc., the information is presented here as concepts, rather than specific instructions. It is important that you 'experiment' and become familiar with setting the options via the graphics software on the laptop(s) you will be using during the team meetings and the walk weekend.

When using a laptop to drive an external display (display monitor or a projector), the laptop graphics options must be set to **'multiple display.'** Usually, the choice of **'multiple display'** is **not available unless the laptop is already connected** via the VGA, HDMI, or S-Video output to an external device. For the 'multiple display' graphics option, the primary device should be the 'laptop' or 'notebook,' and the secondary device should be the 'monitor' or 'television.'

When operating the laptop with the 'multiple display' option, there are two ways to configure the 'second display': either (1) as a **'clone'** of the laptop display (meaning the second display shows the identical image of what you are seeing on the laptop screen), or (2) as an **'extended desktop'** or extension of the laptop display (meaning the second display is like another screen that exists to the right of the laptop screen).

For our purposes, the 'multiple display' should be configured as an 'extended desktop.' This allows the Technical Director to work, setup presentations, etc., on the laptop without it being seen on the display monitor or projected display (and without having to enter separate commands to 'switch off' the secondary display).

PowerPoint Presentation Modes

If a laptop has been configured as 'multiple display,' PowerPoint provides a way to **choose the display on which the presentation will be shown** (either the laptop or the 'television').

Additionally, when operating with a 'multiple display,' PowerPoint has an optional enhanced interface called the **'Presenter View'** which gives the person running the presentation a better view (including what slides are coming next, etc.), and, therefore, better control while running the presentation.

After the laptop graphics options have been set appropriately (as described above), the PowerPoint presentation modes can be set and/or verified as follows:

1. open any PowerPoint presentation file (a songbook file, etc.)
2. select the **'Set Up Show'** option on the **'Slide Show'** menu
3. in the **'Multiple Monitors'** box, make sure that **'Display slide show on:'** is set to **'Generic Television,'** and that **'Show Presenter View'** is checked (is 'on')

Once set, these options should be in effect whenever PowerPoint is run with multiple displays. However, if the presentation doesn't start up the 'Presenter View,' or if the presentation is not being displayed where you expect it to be, you should again check and reset the options under the 'Set Up Show' option of the 'Slide Show' menu.

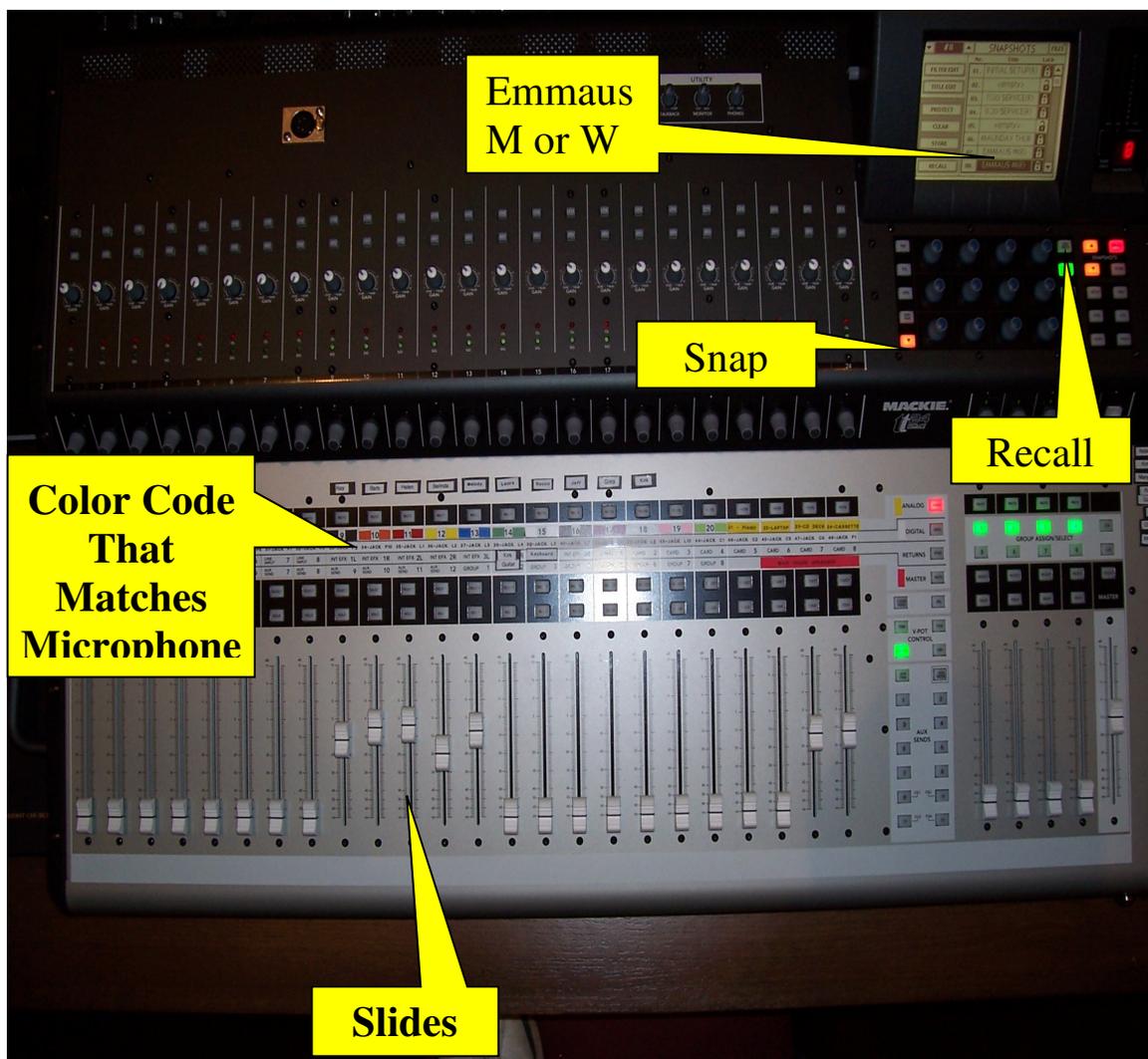
Reference Information: Host Church Sound and Lighting Systems

NOTE: These instructions are specific to the Newark First UMC facilities.

The Sanctuary Sound Board

NOTE: There are speakers on the first floor that are outside of the Sanctuary; **the sound feed to these speakers must be turned off** so that the weekend's Sanctuary and Conference Room activities cannot be heard there. **The controls are located in the first floor custodian closet located just outside the main Sanctuary doors; see the Technical Director's Weekend Timeline for instructions.**

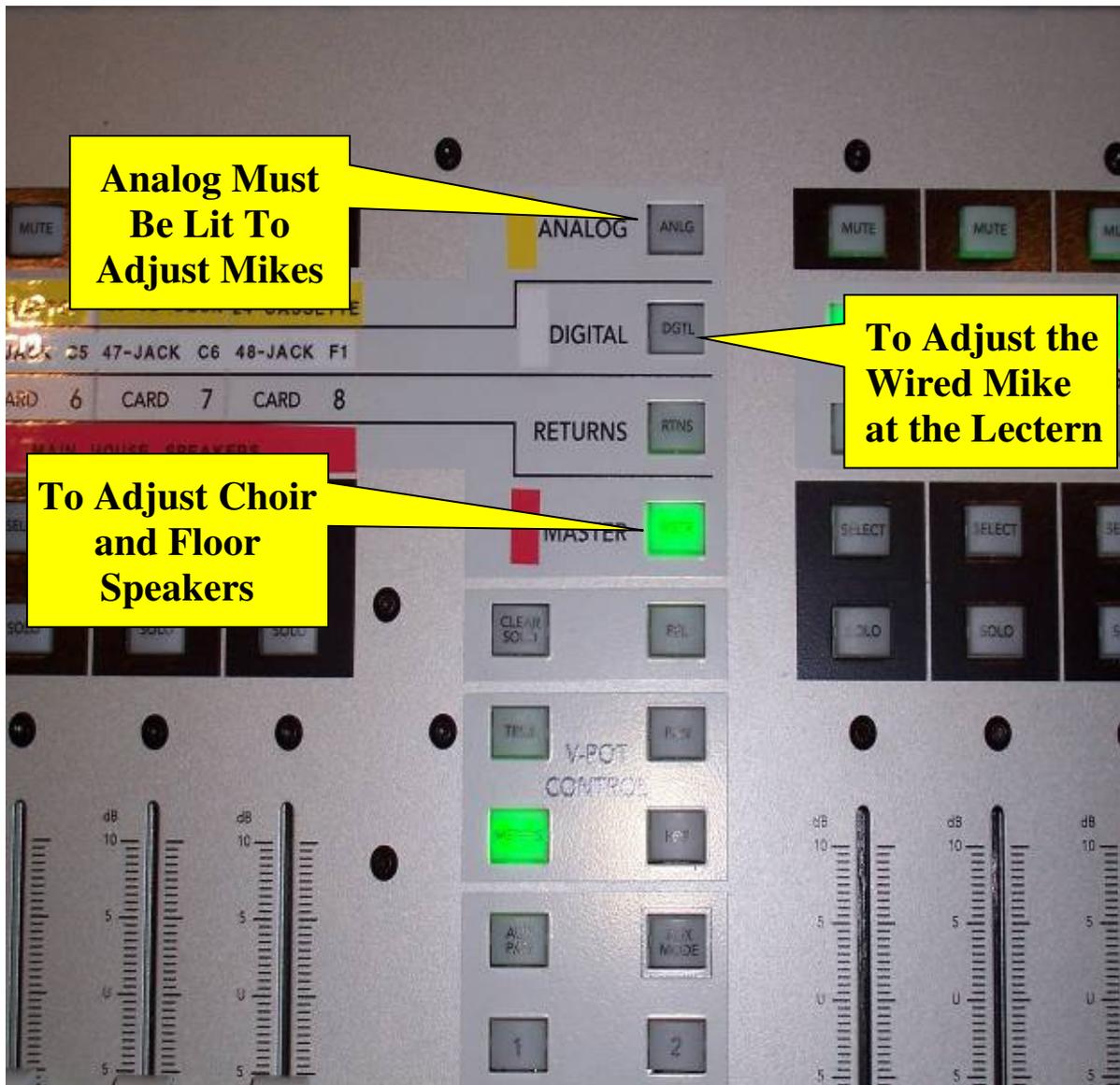
The sound board is located in the center roll-top unit in the sound booth. The sound board will have settings preprogrammed for several of the microphones, speakers, and monitors. If for any reason the settings get changed just depress 'Snap', press the 'Emmaus M' (for a men's walk) or 'Emmaus W' (for a women's walk) on the digital screen, then depress 'Recall'. This will reset the board back to the initial settings that were saved.



The slides adjust the volume and they are color coordinated with the microphones. Simply slide it up to increase volume or down to decrease volume. It is fairly sensitive so you don't have to slide far normally.

FOR A LAPEL MICROPHONE (typically used by the Spiritual Director(s)): When outfitting a Spiritual Director with a lapel microphone, it is suggested that the Technical Director: (1) 'mute' the lapel microphone on the soundboard (use the 'MUTE' button just above the color code); (2) turn the microphone on for the Spiritual Director, and **instruct him/her to leave it turned on for the entire chapel time**; and then (3) control the microphone from the soundboard by un-muting/muting as needed.

There are 4 rows of slides that control volume. All of the microphones are on the first row which is labeled Analog. These controls are just to the right and above the slides. In order to adjust microphone volumes Analog must be lit up (it isn't lit up in this picture).



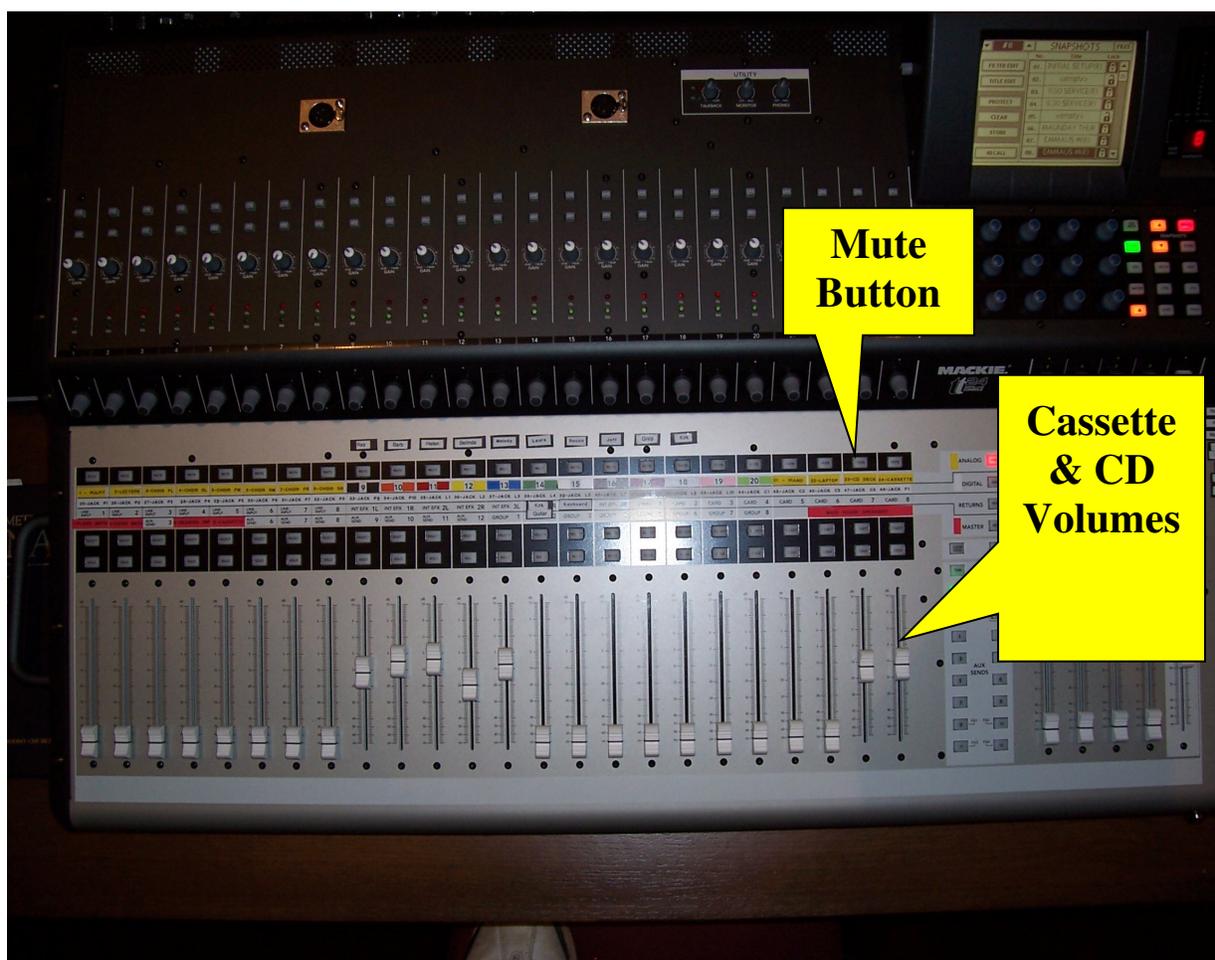
The only things that are adjusted on any of the other levels are the choir and floor speakers (first two slides on the left on the Master level. The default for these speakers is for them to be off. However, on Saturday night during Candlelight they need to have some volume so that everyone in the front of the Sanctuary will be able to clearly hear the special music, and also what the Spiritual Director is saying.

The Sanctuary Audio Equipment

The cassette player and CD player are in the same cabinet with the lighting control panel (the roll-top unit at the far right of the sound booth). The cassette player is on the right, and the CD player is on the bottom left (the unit stacked on the top left is for recording only).

When preparing for the offering of Special Music, use the settings recorded during the sound checks to set the initial CD or cassette volume level, as well as the microphone level. When the musician is ready, start the tape/CD and make any minor volume adjustments necessary.

Allow the music to fade out completely before stopping the CD/tape player. It is sometimes easier to mute the CD or cassette at the end of the song until you are able to turn the CD/tape player off. Then unmute after the CD/tape is removed.



The Sanctuary Lighting Control

The lighting control panel is in the far right roll-top unit in the sound booth. The lighting control panel should be on the Emmaus touchscreen all weekend, but if it isn't for any reason, just get to the 'Main Menu', and touch the word EMMAUS to get to the Emmaus settings.



From the Emmaus Menu, simply touch the Preset screen 'button' based on the instructions in the weekend timeline.

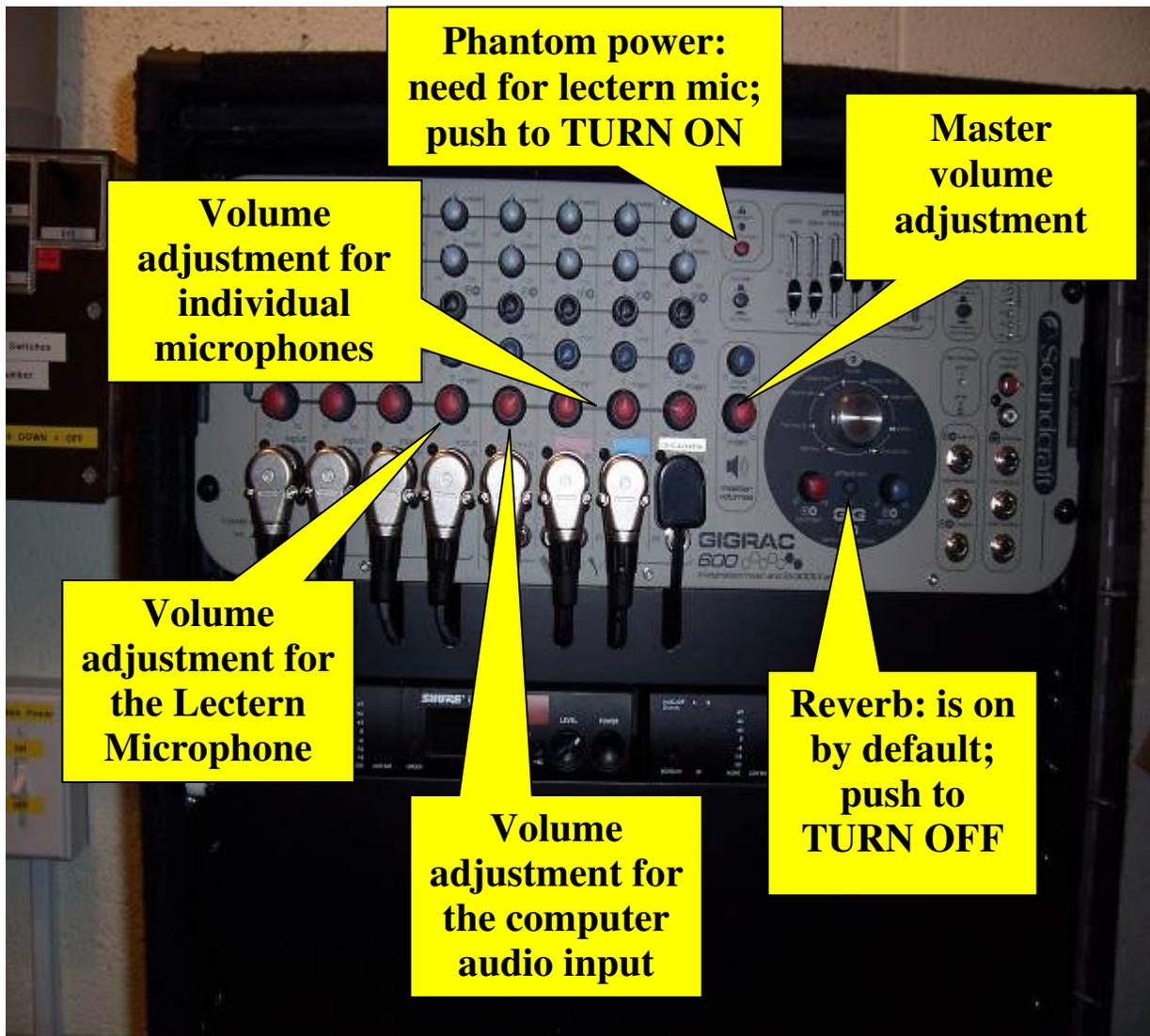


The Conference Room Sound System

The sound board for the sound system downstairs is in the closet to the right of the entrance door. The controls are color coded for the cordless microphones. For the wired microphones (e.g. the lectern microphone and the computer audio input), the wall jacks are numbered, as are the sound board controls. The red knobs are used to adjust the volumes for each microphone. The red knob to the right is the master volume level. It is normally better to adjust the individual microphones, and not the master. The cordless microphones are stored in baskets to the left of the sound board.

When the sound system is powered on, the reverb comes on by default (red light will be on); **this must be turned off (red light off) or you will hear reverberation (echo).**

When the sound system is powered on, the phantom power **may or may not be 'on'**; **the phantom power must be 'on' (red light on) or the lectern microphone will not work.**



There are 6 sets of speakers that are controlled by the sound board downstairs. The speaker control toggle switches are just to the left of the soundboard. The three toggles to the right are for the Conference Room and should always be in the 'up' (on) position for the walk weekend. **The master power switch for the sound system is just below this speaker toggle panel. This turns the power off and on to the sound board. It must be on for anything to work!**

The three speaker toggles to the left are generally left in the 'down' (off) position. However, when there is a need for sound amplification in the Dining Room area (e.g. when using the handheld microphones at mealtimes for announcement or skits, etc.), the two left-most toggles must be 'up' (speakers on). Once the sound is 'on' to the Dining Room area, the Conference Room Sound Closet tape/CD player and/or the handheld microphones may be used to generate sound to the Dining Room. **Once returning to the Conference Room, the Dining Room speaker toggles must be returned to the 'down' (off) position.**

