



Tres Dias of Southeast Tennessee

Media Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

Media Cha Duties and Responsibilities

Your first and foremost responsibility is to serve God through serving the candidates in any way possible.

The Media Cha is responsible for operating the sound and visual systems at the Apison Retreat Center (ARC) for the weekend and team meetings that are held at ARC. Meetings held elsewhere may also require your assistance, check with the Rector/Head Cha and Assistant Head Cha. The systems to be operated at ARC are the Conference Room Systems (sound, computer, and projector), Chapel sound, Auditorium sound, Dining Room sound, and the computer, printer, and fax/copier in the office.

The Chapel and Dining room systems are operated by those Chas for their use, but you may also be asked for assistance during certain activities. You will be trained on the systems at or before your first team meeting at the ARC. The respective Leader's persons will arrange this training for you. Your main focus is the Conference Room systems, as these are used to project the write downs, "Spanish" words, Rector Sunday "Two Questions," song lyrics, and for the sound system (microphones, any instruments, and CD players). Instructions are provided on the attached pages and are also posted next to the Conference room system cabinet.

The Office computer and printer are to be used during the weekend as necessary for support of the weekend. It is suggested that you purchase one package of premium printer paper for use; paper is not furnished by ARC. If the laser printer does not print properly, remove the toner cartridge and shake it gently from side to side. There should be an extra cartridge on the desktop if needed.

There is internet connection at the ARC in the office, conference room, and wireless at the office/dining room and Rollo end of the building. The passwords are the same – "apisonretreatcenter". Do not give out the password to other team members, and limit any usage to only that necessary to carry out your team duties.

The fax/printer/copier machine in the office will serve a copier if needed. It is not meant to make large numbers of copies. The fax machine is not connected to the phone line. If a fax needs to be sent or received, unplug the phone next to the machine and plug it into the fax machine on the back "Line In".

Power Point 2010 is installed on the Rollo Room computer. All talks, Spanish words, and questions are on file.

Photography on TDSETN weekends is limited to the Fourth Day Couple's photo taken on Friday mornings. Camera or video use on weekends is prohibited. In no case shall the Fourth Day Couple's photo from a TDSETN weekend be posted on any website/social media site. We must maintain the confidential cloistered environment of the weekend.

All skits are to be reviewed and approved by the BUR before being presented.

I. Before the Weekend:

- ❑ Check with the Rector to see if he/she needs your support in developing the materials for the Team Meetings, such as nametags, team books, etc.
- ❑ Check with the Head Worship Cha for songs words they may need to have projected for the team meetings. There are many songs already on the computer in the Conference Room in Power Point. You should bring a “flash drive” to transfer any songs from the Rollo Room computer to the Chapel computer for their use.
- ❑ Check with the Rector to see if he/she desires their weekend graphic to be projected at any time for the Team Meetings or for the Weekend.
- ❑ Check with the Head/Assistant Head Cha to be sure that they bring the Weekend Directory to the ARC on disc or memory stick.
- ❑ Check with the Spiritual Directors to see if they desire anything in addition to the standard write downs, or have their own Power Point for their respective talks.

II. On the Weekend:

Some Media Chas have found it helpful to use some forms to summarize their duties. These are included in this book at the end. It is also helpful for the Media Cha to have a copy of the script to follow along for timing on projecting Spanish words, questions etc.

WEDNESDAY: Set up activities on Wednesday will not normally require participation by the Media Cha. The Head or Assistant Head Cha will advise you if you are needed.

THURSDAY: Prior to the arrival of the Candidates, the Media Cha should operate all systems to ensure proper operation. The sounds cabinet auditorium should already be open for you. Thursday night you will need to update the Weekend Directory with any changes made in table assignments of the candidates. After any changes are made, you will need to print out the table pages without the “_____ Professor” label above the professors (to print the table pages, open your weekend directory and delete the professor tags, print those pages only, and do not save the changes – that way the professor tags will not have to be reinserted). These will be handed out by the Table Chas for final corrections by the tables on Friday morning after the tables have been seated and just prior to the photo being taken. You also need to make a typed list of the tables starting with the Dominate Professor and going clockwise around the table for the Rector to utilize during the candidate seating on Friday morning. (This keeps the Rector from having to read the seating chart upside down.) A sample diagram for use in calling out is included in this book, and available as a form for your use on the office computer and TDSETN website.

The podium microphone should be the only sound system feature needed on Thursday night. The projector and computer will be needed to project “Tres Dias” during the Rector’s second talk.

FRIDAY: You will need to make the corrections to the Weekend Directory after the photo is taken, then print out the complete directory and provide it to the Fourth Day Couple (who took the picture), they may want the file to use also. Any special colored cover is to be provided by the Rector/Head/Assistant to the Fourth Day Couple. It is requested that you e-mail a copy to "datamanager@tdsetn.org" on Friday morning also.

You should remain with the candidates in the Rollo Room to be available to the Worship Chas and project the "write downs." The write downs are in Power Point and in the default directory. The songs are in "Music," song lyrics are in "Worship Slides," and the Spanish words are in "Spanish Words." It is easier if you go ahead and open all the Rollos for the day so you only have to click on Windows "Task Bar" to bring them up.

SATURDAY: You should remain with the candidates in the Rollo Room to be available to the Worship Chas and project the "write downs." The write downs are in Power Point and in the default directory. The songs are in "Music," song lyrics are in "Worship Slides," and the Spanish words are in "Spanish Words." It is easier if you go ahead and open all the Rollos for the day so you only have to click on Windows "Task Bar" to bring them up.

You should not have anything to do after dinner on Saturday in the Conference room. Ask the Rector and Chapel Chas if you will be needed in the Chapel after dinner.

SUNDAY: You should remain with the candidates in the Rollo Room to be available to the Worship Chas and project the "write downs." The write downs are in Power Point and in the default directory. The songs are in "Music" and the Spanish words are in "Spanish Words." The "Two Questions" are in the "Documents" folder to be projected just prior to going to the Chapel for the cross ceremony. It is easier if you go ahead and open all the Rollos for the day so you only have to click on Windows "Task Bar" to bring them up.

You are to delete any specific files you created for specific use on the weekend or team meetings. If you created lyric PowerPoint presentations, please save them in "Worship Slides" folder in Documents.

You are responsible for closing down the Conference room systems after the candidates leave for the Chapel.

You are also responsible for operating the Auditorium sound system for closing. The Rector may want the theme song played as they come in. You may also need to adjust the microphone volume. The monitor for the stage is a separate volume control marked "Monitor Level." It should be loud enough for those on the stage to hear.

Delete all material added to the systems such as videos, you tube links etc. If you added lyrics, please add them to the "Worship Slides" folder.

Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

Help with cleaning and closing down:

Apison Retreat Center
Conference Room Sound System Instructions

- Turn power on at plug strip beside the sound system, everything sound related should power up.
- Leave the main volume on the panel where it is. Adjust each individual channel “level” knobs to turn a particular item up or down. The “Monitor” channel is not used.
- Do not adjust the red “Rec Out” levels – these are the feeds for the speakers in the Hallway, Storeroom, Palanca, Prayer, and Office. It should be at the #5 or 12 o’clock position.



Red “Rec Out” knob

- Each channel has a trim knob and a level knob. The trim knob is adjusted with the level turned all the way down and the source for the channel providing input. It usually is set at about 10 O’clock. If the green clip light blinks occasionally that is OK. Then use the Level knob to turn the channel up and down as needed.
- Channel 1 is the podium microphone. This microphone uses the 48v Phantom power, which must be left on for the podium microphone to work.
- Channel 2, 3, 4, and 5 are feeds from the jacks at the left front of the room. They are labeled at the jacks and that will be channel to adjust.
- Channel 6 is connected to the desktop computer for sound system feed. Adjust level as necessary on the control knob. (Set computer sound level to about 60%) You can play CDs and DVDs from the computer if desired using Windows Media Player or itunes/iplayer. Be sure that any of the programs you are sending sound from have their volumes turned to about halfway also.
- A laptop computer or an IPOD type mp3 player can be plugged into any of the unused channels (#7 or the “Tape/CD In”) using an adapter and cable provided. Adjust the channel volume as needed. Be sure to set the volume on your laptop or iPod to about half way.
- Turn off the power strip to shut the sound system down at the end of the day or meeting.

Apison Retreat Center Conference Room Computer and Monitors

1. Turn Power Strip outlet on that is above the keyboard if not already on (Please leave this switch on).
2. Push "On" buttons on desktop monitor and computer (computer "on" button is on top and marked).
3. Locate monitor remote, point remote toward each monitor – and press "on" (if they do not come on automatically when the computer is turned on).
4. Wait for computer to "boot up" -- (NOTE- the computer is set up to play CDs/DVDs to the monitors and sound system).
5. The computer sounds feed to the sound system is on Channel 6 of the sound system. You must be sure that whatever application you are trying to send sound from is turned up at least half way on the computer, and not muted.
6. On the desktop monitor - Click on "Power Point" program icon on the Desktop, Task Bar at bottom of the screen, or from the Program list. Power Point screen will appear – maximize it if desired. There is a folder on the desktop "Rollo Power Points" that will open the files directly. There folders on the desktop for "Worship Slides," Rector Spanish Words," and "Sunday Two Questions."
7. When "Power Point" program opens – go to: File – Open.
8. Go to the specific talk or other directory and file – open it by clicking - (Note: the Spanish words used during Rector Script are also on the computer) There is a notebook in the bottom of the cabinet that has a printout of all the slides for the Tres Dias talks. You can open numerous PowerPoint presentations without closing the current one.
9. To project on the wall mounted monitors, go to slide show drop down menu and select, or click on the icon on the lower right of the PowerPoint screen that looks like a projector screen being pulled down. You can also press the F5 key.
10. To advance slides press space bar, up or down arrows, or use "Page Down" buttons, to go back, use page up.
11. To end full screen slide presentation or Media Player in full screen mode, hit the "ESC" key.
12. At this time – you may select the next talk or worship presentation and repeat step 9.
13. If using "You Tube" or Media Player to project a video, you must move (drag) the application to the projector before making it go to full screen.
14. If you desire to use your own laptop/iPad etc. for music, connections are provided and marked (Channel 6 or "Tape/CD In").

Be sure to turn wall mounted monitors off at the end of day – by pushing "Off" button on remote pointing at each monitor separately. Leave the power strip on.

Note: To show a DVD – place in DVD in the computer drive and play though Media Player or QuickTime. You will need to drag Media Player or QuickTime to the monitor and make it full screen.

The Wi-Fi password is "apisonretreatcenter".

Apison Retreat Center Auditorium Computer, Projector and Sound System

1. Turn Power Strip outlet on that is to the left of the sound system in the cabinet. This turns on the sound system.
2. Channel 1 is typically connected to the podium microphone. The other channels may be used to connect a keyboard, iPod, laptop computer, guitar, etc. Use the lower knob above each connection to turn up or down the sound. A “direct box” is provided for use with a keyboard/guitar if needed.
3. If projection is desired, locate the projector remote, point remote toward projector and press “on” (you will know it is on when the light on the projector comes on solid). Locate the projector screen remote and press the down arrow to lower the screen. Plug in the HDMI cable from the projector to the computer.
4. Turn the computer on for playing music, showing lyrics, videos, etc. The password for wireless internet access is “apisonretreatcenter”.
5. If you are going to play music or sound from another computer or iPod, you will need to connect the cable that is connected to the sound system to the headphone jack on the computer or iPod. Be sure to turn up the volume on the computer or iPod to about 50%, and then use the sound system for volume control.

Be sure to turn projector off at the end of day or after use – by pushing “Off” button on remote twice and let the projector cool down (listen for fan to stop running) before turning the power switch off next to the sound system.

Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # _____ (Men _____ Women _____)

Area _____ Name _____

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

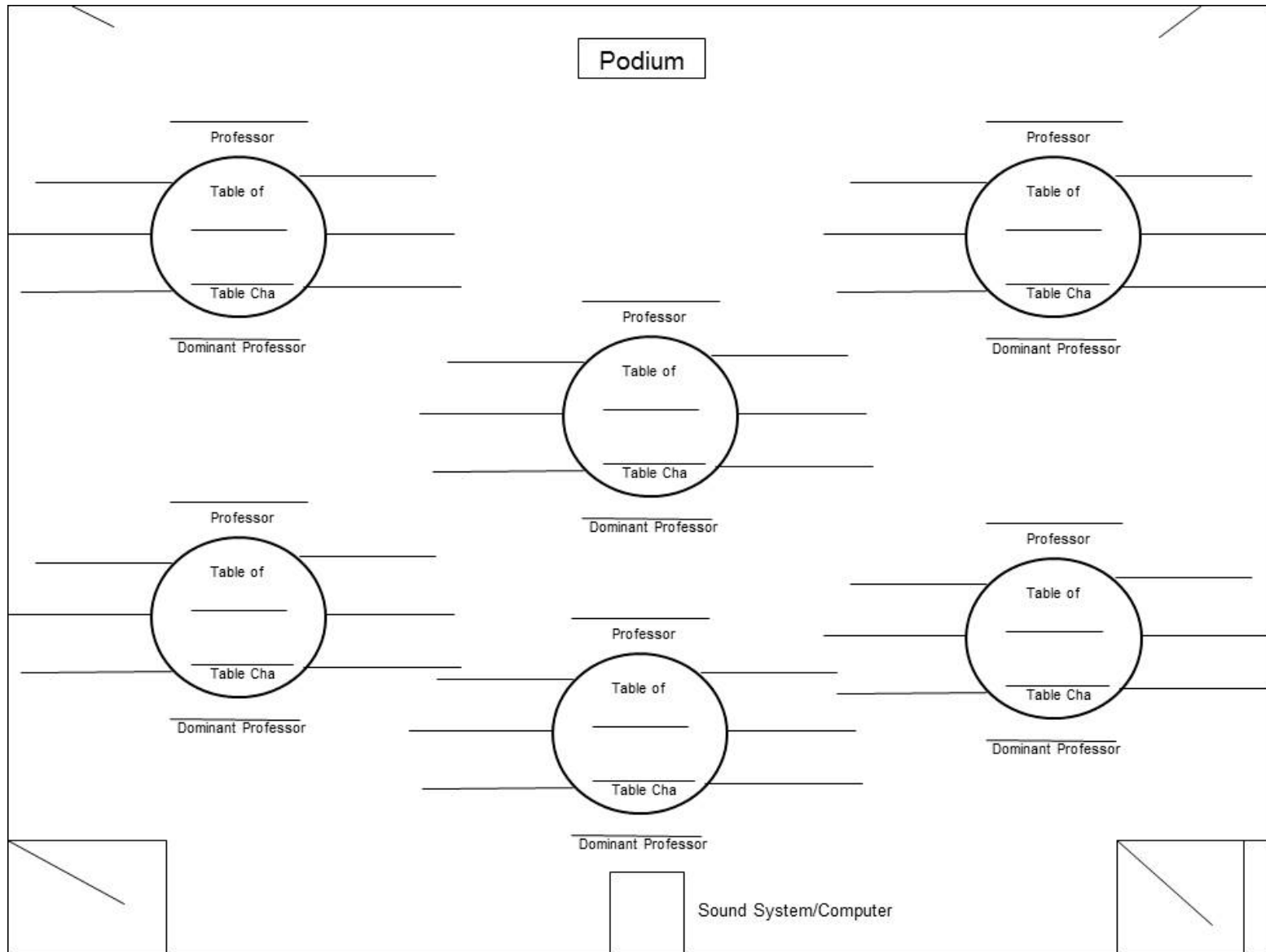
Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

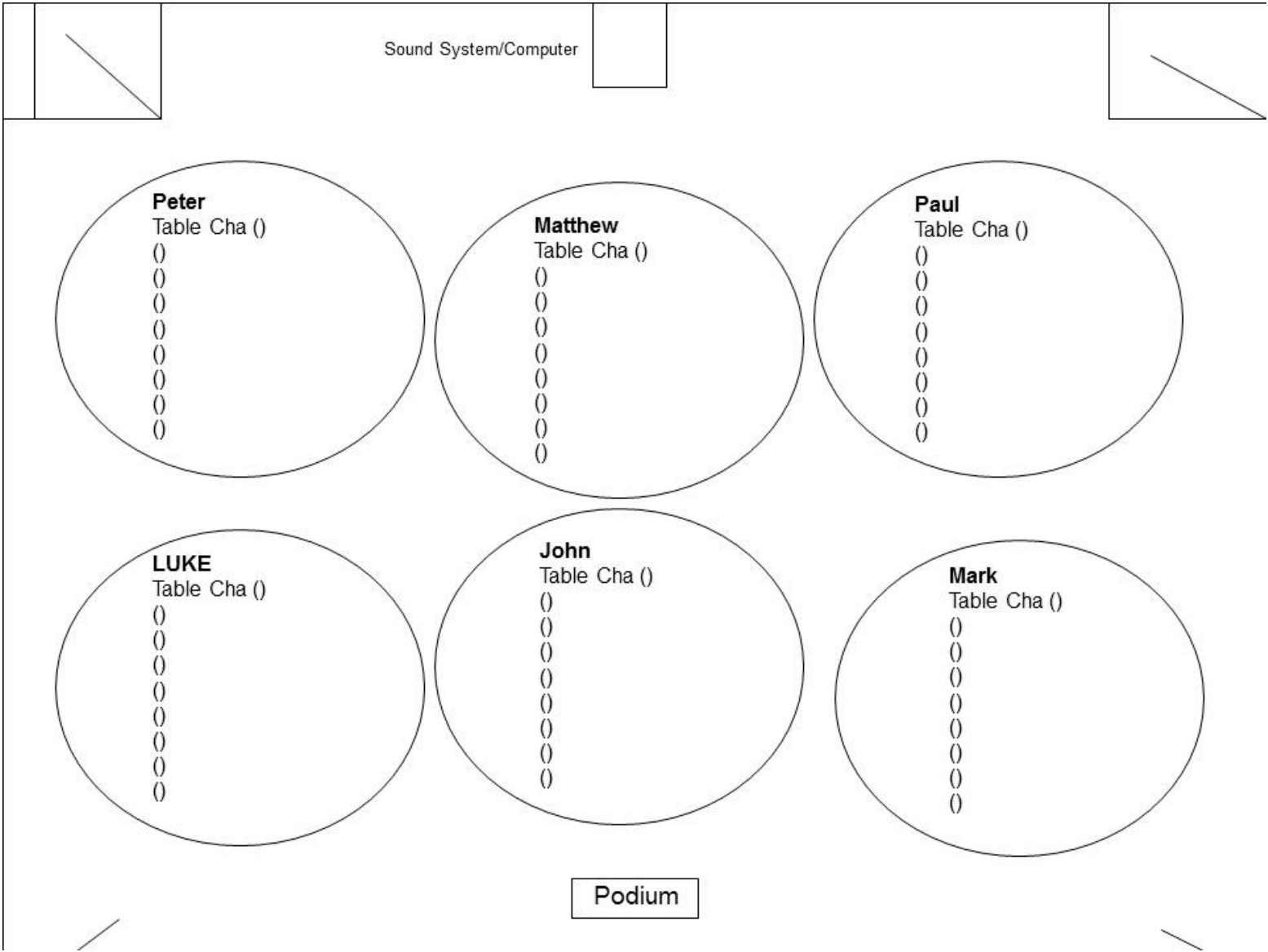
Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

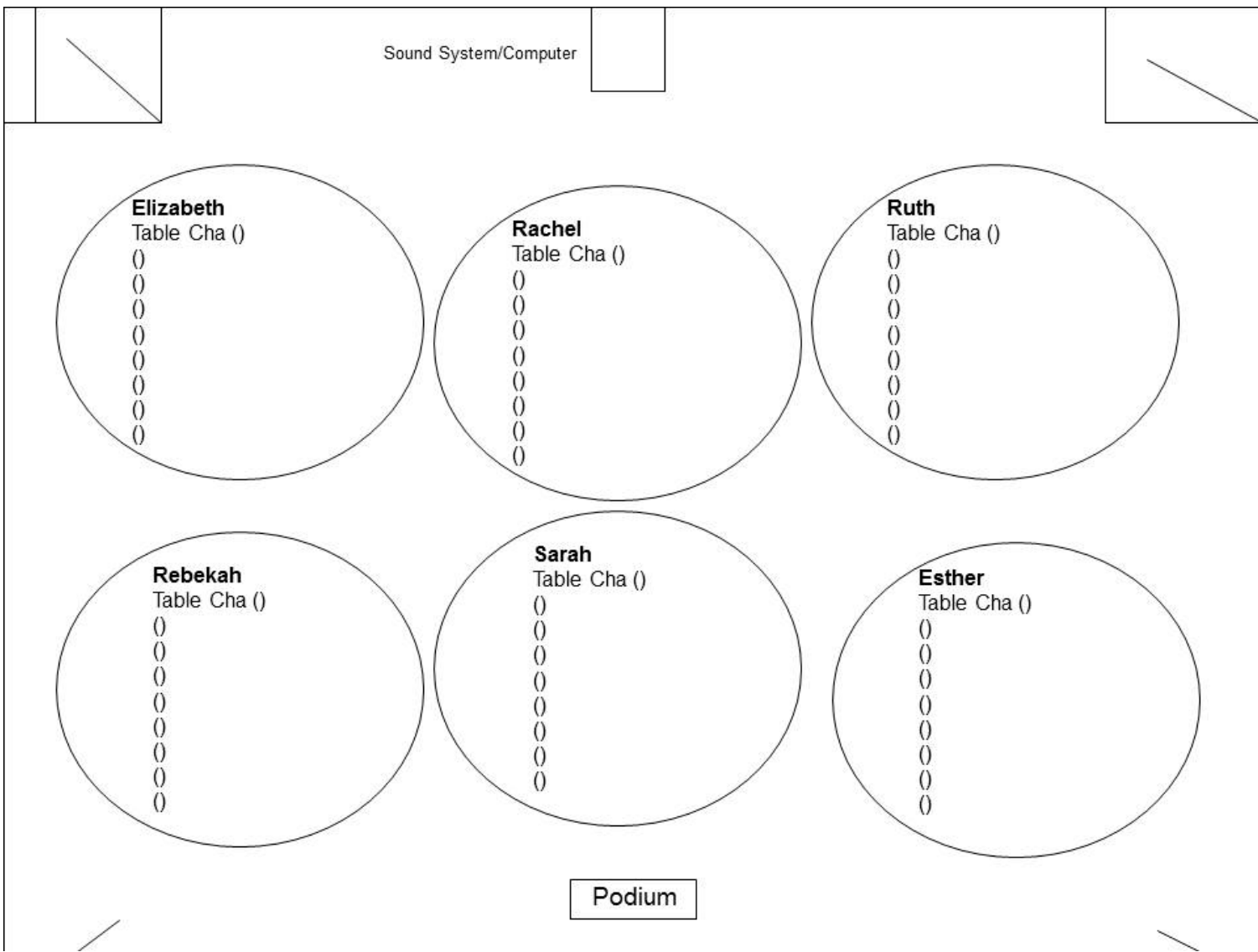
This form (Rollo Room Table Seating Assignments) is also available for download in PowerPoint format in the Documents section of the TDSETN website (tdsetn.org).



This form (Rollo Room Table Seating Call Out – Men’s) is also available for download in PowerPoint format in the Documents section of the TDSETN website (tdsetn.org).



This form (Rollo Room Table Seating Call Out – Women’s) is also available for download in PowerPoint format in the Documents section of the TDSETN website (tdsetn.org).



**This forms are also available for download in Word format
from the Media Cha Forms section of the TDSETN website (tdsetn.org).**

These forms may be copied and put into a Word document and notes, names, etc added for your use.

Talk	Person	Music	Music Type/Location
00 Weekend Theme			
01 Ideals			
02 Grace			
03 Church			
04 Holy Spirit			
05 Piety			
06 Study			
07 Sacred Moments			
08 Action			
09 Obstacles to Grace			
10 Leaders			
11 Environments			
12 Life In Grace			
13 CCIA			
14 Reunion Groups			
15 Living the Fourth Day			
Spouse Talk			

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Media Cha To Do List

Thursday		
	Verify all music plays	
	Setup sound system in auditorium	
	Print Table Assignment Sheets and Team Roster for Team Meeting	
8:30 PM	PPT “Tres Dias” word	Rector Spanish Words Signs\Tres Dias Sign.ppt
11:35 PM	Handout Table Assignment Sheets and Team Roster for Team Meeting	
	Make last minute changes to Fourth Day Book	
Friday		
7:00 AM	Make final corrections to Fourth Day Book	
	Put Seating charts in palanca room	
	Put seating charts at podium	
	Give Directory sheets to Table Chas	
9:10 AM	Worship Music	Music Words pptx
8:20 AM	PPT “Rollo” word	Rector Spanish Words Signs\Rollo Sign.ppt
	PPT “Decuria” word	Rector Spanish Words Signs\Decuria Sign.ppt
8:30 AM	Prepare to Give Fourth Day Book to Fourth Day Couple	Office computer
10:20 AM	PPT “Rollo” word	Rector Spanish Words Signs\Rollo Sign.ppt
	PPT “Decuria” word	Rector Spanish Words Signs\Decuria Sign.ppt
11:15 AM	PPT “De Colores” word	Rector Spanish Words Signs\De Colores Sign.ppt
	PPT “De Colores” words	Music Words pptx\DeColores – English song.ppt

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11:40 AM	Rollo "Grace"	Rollos\02 Grace.ppt
1:00 PM	PPT "De Colores" words	Music Words pptx\DeColores – English song.ppt
2:10 PM	Rollo "The Church"	Rollos\03 The Church.ppt
2:40 PM	PPT "Palanca" word	Embedded in Holy Spirit Rollo (Rector Spanish Words Signs\Palanca Sign.ppt)
3:30 PM	Rollo "The Holy Spirit"	Rollos\04 Holy Spirit.ppt
5:20 PM	Rollo "Piety"	Rollos\05 Piety.ppt
7:15 PM	Worship Music	
7:30 PM	PPT "Decuria" word	Rector Spanish Words Signs\Decuria Sign.ppt
8:15 PM	Worship Music	
8:30 PM	Media Cha & Gopher Chas introduced	

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Saturday			
8:45 AM	Worship Music		
9:25 AM	Rollo "Study"		Rollos\06 Study.ppt
10:30 AM	Rollo "Sacred Moments of Grace"		Rollos\07 Sacred Moments.ppt
12:45 pm	Worship Music		
2:45 PM	Worship Music		
2:55 PM	Rollo "Action"		Rollos\08 ACTION.ppt
4:05 PM	Rollo "Obstacles To Grace"		Rollos\09 OBSTACLES TO GRACE.ppt
5:25 PM	Rollo "Leaders"		Rollos\10 LEADERS.ppt

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9:10 PM		Worship Music	
Sunday			
10:10 AM		Rollo "Environments"	Rollos\11 ENVIRONMENTS.ppt
11:15 AM		Rollo "Life In Grace"	Rollos\12 LIFE IN GRACE.ppt
12:45 PM		Rollo "Christian Community In Action"	Rollos\13 CHRISTIAN COMMUNITY IN ACTION.ppt
2:40 PM		Rollo "Reunion Groups"	Rollos\14 Reunion Groups.ppt
3:10 PM		Rollo "Living the Fourth Day"	Rollos\15 LIVING THE FOURTH DAY.ppt
		Spouse Talk	

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4:15 PM		PPT Sunday Two Questions.ppt	Rector Spanish Words Signs\Sunday Two Questions.ppt
5:30 PM		Have Rector's Weekend Song Ready in Auditorium	
		Have Closing Song Ready in Auditorium	
		Give Head Critique to Head Cha	

Apison Retreat Center

