

## **Media Cha Training**

- You are 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. The systems to be operated at ARC are the Conference Room Systems (sound, computer, and projector), Chapel, Auditorium, Dining Room, and the computer and printers in the office. The “All-In-One” printer may be used to copy and scan.
- 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 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.
- There is internet service at the ARC. You will be provided a password that allows you to access the internet. Please do not share it with other team members.
- The “All-In-One” printer may be used to copy and scan if needed. Alternately, you can scan documents on the scanner and send them directly to the printer. Lift the lid and place document on the glass. A dialog box will open on the computer. To make copies, choose the copy icon and follow the directions.
- You will need to bring at least one ream of paper to use with the printer/copier on the weekend. Spare toners are available for the printers if needed. These printers should not be used by team members to print or copy palanca letters.
- Check with the Rector to see if they need 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 PowerPoint.
- Check with the Rector to see if they desire 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 CD or memory stick.
- Check with the Spiritual Directors to see if they desire the standard write downs, or have their own Power Point for their respective talks. Their write downs should be the same, but some use additional ones and graphics.

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- 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. 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. There is a form, Rollo Room Table Seating Call Out, available for download from the website. This keeps the Rector from having to read the seating chart upside down. However, you should be aware that this form appears to be upside down in comparison to the Rollo Room Table Seating Assignments form. It is correctly oriented from the podium.
- 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 song lyrics are in “Worship Slides” and the Spanish words are in “Spanish Words.” The Storeroom Chas will prompt you for when the Spanish words are coming up. 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. Specific instructions are provided at the ARC.
- You are also responsible for operating the Auditorium sound system for closing. The Rector may want the theme song played as they come in, and you will need to play “How Great is Our God” or another song selected by the Secretariat after the Secretariat prayer. The song is available on the Auditorium computer. 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.
- Turn off all systems at the end of the weekend.
- Complete the Area Head Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha.