

# Remote Event Planning Guide

[Archive - Leaders](#) > [Planning & how-to's](#) > [Remote event planning guide](#)

Any event that involves equipment like lighting or sound needs a cue sheet that tells them what is needed and when.

Get your sound and light techs early. This will give them to get trained. Always plan for a backup. Some member of your tech team should be experienced.

You may not take equipment from the church without permission from the ministry who owns it. That would be Worship and Creative Arts and the Student Ministries.

Most of the equipment is large, heavy and expensive. The church van and suburban can be reserved to transport equipment, but you need to have a background check done before you may drive either of them. Reserve it way in advance. Register your drivers with the church administrator in advance as well.

If you want to have communion served at your event, you will need a Presbyterian ordained minister to administer it. At Sunset, that would be Pastors Ron Kincaid and Ken Mulder. If they are not available they usually know of others pastors who can serve.

Be sure to have extension cords, surge suppressors, outlet boxes, extra batteries for any wireless equipment.

It always helps to have a producer to be liaison between the speaker, event leaders and the tech team. Someone who can problem solve, cue people, find people who aren't around to be cued. And do it all with a smile on their face. Experienced producers will ask you the questions that you don't think of.

When running PowerPoint for leading worship, always tell your operator the order of songs, which verses will be sung and how the chorus works in. Have the operator come to rehearsal so they can practice, too.

Make sure the tech team leader knows how many and what type of microphones (wireless, lapel, etc.), what instruments will be played during worship and where the speakers and performers will be (for lighting setup and audio.)

Stuff breaks. Have a backup plan. Have two, they're small. If your presentation absolutely depends on visual or audio support, then spend the extra time to guarantee that everything is right. We've spoken with people who carry 4 different copies of their materials (laptop, floppy disk, CDROM and USB thumb drive). They still had problems.

Always rehearse to the cue sheet down to the last important detail.