



FILO 2025
CONFERENCE

Outside Events

How to Balance Them Without Burning Out



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Outside Events

How to not be the bad guy who says “no” all the time

Who Am I?

- On Production team for over 12 years
- Church size: approximately 5,000 congregants/week (multiple campuses)
- Sat on an outside event team for 5+ years
- Heart for processes that serve people well



What's in This Class?

1. How to say "yes" well
2. How to build a solid process
3. How to get it done
4. How to say "no" well



1. How to say “yes” well



1. How to say "yes" well

Start with your heart

Remember WHY you're doing what you're doing



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1. How to say "yes" well

**Start from a place of
wanting to say yes**



1. How to say "yes" well

Know the enemy



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2. How to Build a Solid Process



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2. *How to Build a Solid Process*

What makes a solid process?

1. Clear
2. Easy to replicate
3. Win for all users (internal & external)





2. *How to Build a Solid Process*

Our Process

Event Request Form

Event requests are due at least 30-90 days in advance depending on the complexity of the event. Please fill this request form out completely and in detail. You will receive a response once our Event Planning Committee has reviewed it - usually within 2 weeks. Thank you.

* Required

1. Event Name (please list complete event name) *

Enter your answer

2. Your contact person's name: *

Enter your answer

3. Your contact person's email: *

Enter your answer

4. Your contact person's phone number: *

Enter your answer

5. Sponsoring Department/Ministry from Vineyard Columbus/Vineyard Community Center. (If none, enter n/a) *

Enter your answer



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2. *How to Build a Solid Process*

Our Process

2. How to Build a Solid Process

Who is at the table?



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2. How to Build a Solid Process

❖ **What do you want the process to look like externally?**



2. *How to Build a Solid Process*

Useful Assessment Questions

- Contact information
- Sponsoring department/ministry
- Requested Location (if multiple)
- Date or dates, if it's multi-day
- Start AND end time
- Setup and teardown time
- Estimated attendance
- Food?
- Fundraising?
- Charging for attendance?



2. *How to Build a Solid Process*

Useful Assessment Questions

- Space needs
 - How many rooms?
 - Intended use for each space
 - Amount of people in each space
 - Parking lot/outdoor space?
- What setup do you need in each space?
 - Lecture style (chairs in rows facing front of the room)
 - Classroom style (tables with chairs on one side facing front of the room)
 - Discussion style (round tables with chairs)



2. *How to Build a Solid Process*

Useful Assessment Questions

- Are you planning to show anything on a screen?
- What audio needs do you have?
 - Key for both of these: *List the options*



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24. Do you plan to show anything on monitors during your event? *

- ☐ PowerPoint/Slideshow
- ☐ DVD
- ☐ Video File (MP4, MOV, etc)
- ☐ Logo
- ☐ Presentation from personal device (laptop, iPad, etc.)
- ☐ No, we will not use monitors

25. Please provide a detailed description of all special instructions and expectations (number of Power Points, etc.) *

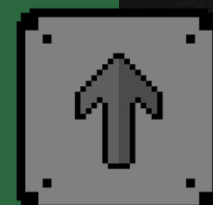
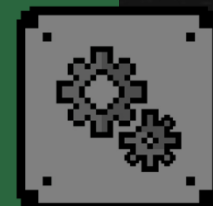
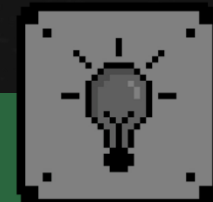
Enter your answer

26. Does your event need any of the following audio support? *

- ☐ Microphone(s) for speaking or singing
- ☐ Connection(s) for musical instruments (guitar, keyboard)
- ☐ Music: background, pre/post, specific moments (you must supply the device/cd/playlist)
- ☐ Video clip or DVD that contains audio
- ☐ No audio support needed



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2. *How to Build a Solid Process*

Useful Assessment Questions

- Are you planning to show anything on a screen?
- What audio needs do you have?
 - Key for both of these: *List the options*
- If requesting microphones, what is the planned use?



28. If you are requesting microphones, what is your planned use? *

- ☐ Announcements
- ☐ Talk or teaching
- ☐ Singing
- ☐ Q & A
- ☐ No microphones needed

29. If using microphones, how many people will be speaking? (if none, enter n/a) *

Enter your answer

30. If using microphones, how many people will be singing? (if none, enter n/a) *

Enter your answer

31. How many instruments will your musicians be playing? (if none, enter n/a) *

Enter your answer



2. *How to Build a Solid Process*

Useful Assessment Questions

- Are you planning to show anything on a screen?
- What audio do you need?
 - Key for both of these: *List the options*
- If requesting microphones, what is the planned use?
- Do you require an audio recording?



2. How to Build a Solid Process

❖ **What do you want the process to look like internally?**



2. *How to Build a Solid Process*



Internal Process Questions

- Who decides if this event aligns with the mission of our church?
- Who gets final say on approval?
- Who communicates to the requester if the event is denied?
- Who owns the event once it's approved?*



3. How to get it done



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3. How to Get it Done

A. Contractors



3. How to Get it Done

B. Expert Volunteers



3. How to Get it Done

C. Ministry Leaders



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3. How to Get it Done

! Clear Tech Systems !



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2nd Floor Instructions

	AUDIO	VIDEO	LIGHTING
TURN ON	<ol style="list-style-type: none">1. Locate key – either already inserted in the sequencer (under the desk/console) or in the drawer under the Mac2. Turn key all the way clockwise3. Select appropriate user if prompted	<ol style="list-style-type: none">1. Use the big switch on the desktop rack unit next to the blue wall to power up the entire video system2. Mac: Power button on the back of the bottom left corner (username/password are both “projection”)3. TV: Use remote in drawer – you’ll have to stand about halfway between booth and stage for it to work	<p>For the stage lighting: use the black panel on column behind booth</p> <p>All other lights: various wall switches</p>
TURN OFF	<ol style="list-style-type: none">1. Pull all faders on the console down to their lowest position2. Turn off all microphones3. Stow all cables, microphones, and equipment away that was used during the event4. Press the processing button on the console (just below the left of the center screen) twice and then select <i>Shut Down</i>.5. Turn key counter-clockwise6. Wipe down everything!	<ol style="list-style-type: none">1. FIRST, turn off TV with remote2. Mac: Shut down (click Apple logo in top left corner > “shut down”)3. Use the big switch on the far right “Furman” rack, under the Dell screen, to power down the entire video system4. Wipe down everything!	<p>Stage lights: press “0” on the black panel on the column behind booth</p> <p>Wipe down everything!</p>

GENERAL OPERATION - AUDIO

Volume: The primary means of volume control on the console are called *faders* – they look like silver sliders. There are different number markings alongside each fader. The most important number is the 0; for most purposes it is best to set everything to this level. If the sound is now too quiet you can increase the volume by pushing the fader **up**, and if it is too loud you can decrease the volume by pulling the fader **down**.

Volume settings: On the far right of the console, there is a silver fader with a green box around it, which is the master volume control for everything coming out of the board. Make sure the blue LR (Mix Select) button above it is lit up, then push the fader up to the ‘0’ position. You can later adjust it as needed.

Mute buttons: These will illuminate red when muted and not illuminate when unmuted. These are very useful for when people are done speaking. They are also a good first place to check if you don’t

If you have a video to play, don’t forget to test the audio! The sound from the computer should be controlled by a fader labeled “Mac” on the audio board.

TROUBLESHOOTING

- 1) Are ALL of the cables plugged in securely?
 - Check power, video signal, and audio signal cables for each problematic device
- 2) Try restarting each device that may be contributing to the problem
- 3) Check the chart below for possible solutions:

AUDIO

Issue	Solution
System will not power on (no lights)	Ensure the power cords are plugged into the wall and that the backup power supply in the rear of the audio rack is turned on (hold center power button to turn on). Make sure the key is turned all the way!
Everything is on and the correct faders are up, but I don’t hear any sound	Check that the channel and main LR fader are unmuted, and that the signal LED above each fader is lighting up.
I can hear some things but not others	Check that channel mute button is off and signal light is lit. If there is still no sound, contact tech support.
Microphones won’t turn on!	Make sure they have fresh batteries.
My microphone is squealing or ringing (feedback)	The volume is too loud. Pull down the fader for that mic until the feedback stops. Project your voice more, move the mic closer to your mouth, and avoid standing directly beneath the speakers.
It’s too quiet!	Above the microphone’s fader there is a green button labeled “select”; press this, then locate the knob labeled “preamp” by the upper left edge of the screen. Turn it clockwise until your desired volume is reached.
Something broke!	Hey, stuff breaks, no problem! Please contact tech support and detail what is broken so we can fix it!

4. How to say “no” well



Q & A



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4. How to Say "No" Well

No, BUT...



Photos of our portable systems that I forgot to take this morning (sorry, online people)



4. *How to Say "No" Well*

Constructive Convo



Outside Events



1. How to say “yes” well
 - Start from a place of wanting to say “yes”
 - Know the enemy
2. How to build a solid process
 - Who is at the table?
 - External process
 - Internal process
3. How to get it done
 - Choose your problem
 - A. Contractors
 - B. Expert Volunteers
 - C. Ministry Leaders
 - Importance of clear tech systems
4. How to say “no” well
 - No, But...
 - Constructive Convos

