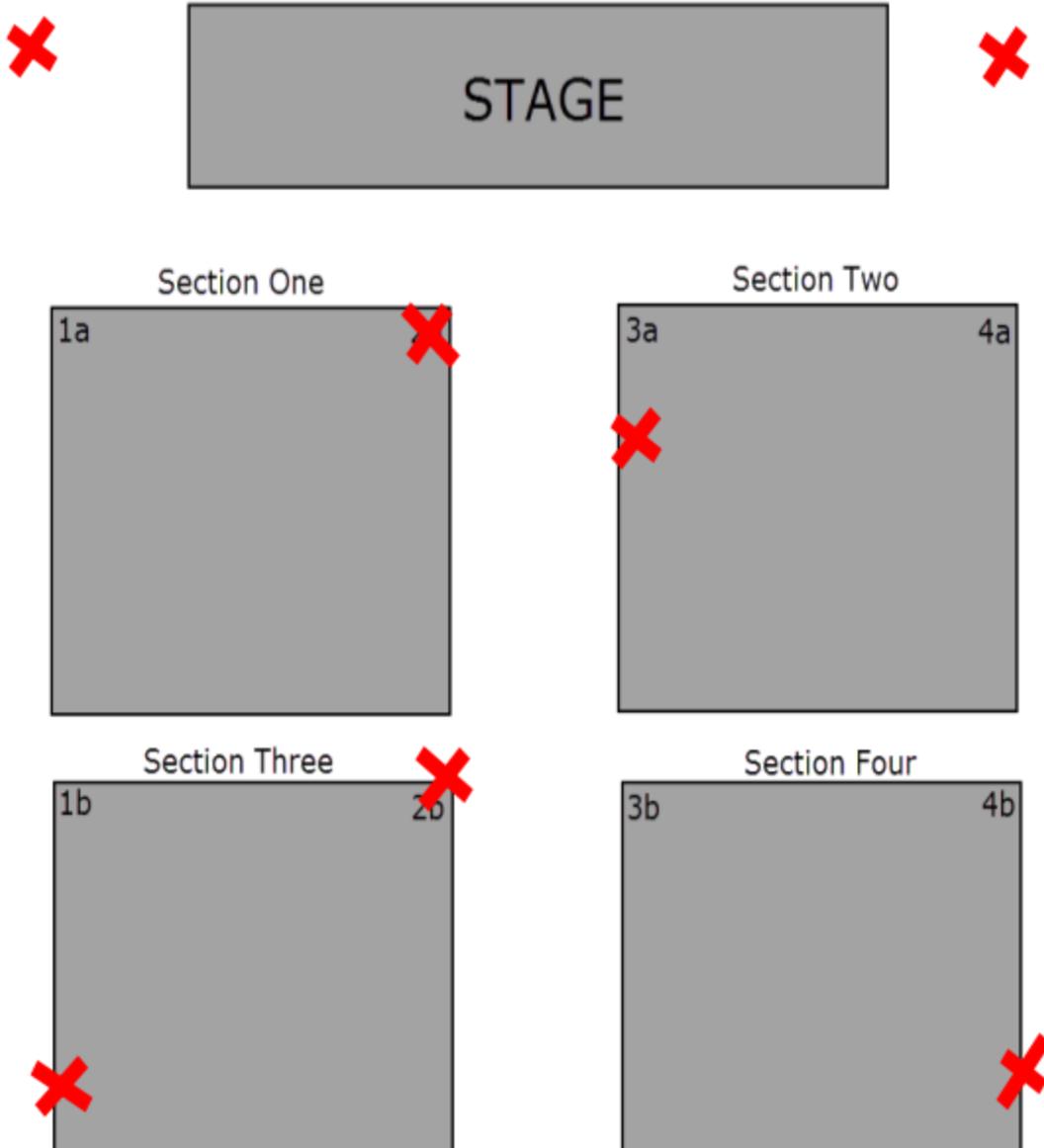


# Venue Control Team Position Layout (Inside)

Jose De Diego Middle School Auditorium (Zone 1)



# Venue Control Team Position Layout (Outside)

## Jose De Diego Middle School



### Zone Descriptions & Responsibilities:

Pastoral/Guests: Roaming role looking after our pastoral staff and visiting speakers

- Pastor Rich
- Pastor DC

Zone 1: Inside Auditorium (7 VC, 2 Pastoral) - eyes open at all times. When service finishes, whoever is in the front positions (particularly front left and 2nd/3rd row), please step down in front of the stage and make sure that no one is wandering down towards stage/staff/guests/pastors. You should direct everyone to leave the through the main doors of the auditorium the way they came in. **IMPORTANT** - make sure no one is going backstage through the curtain outside of staff, pastors, guests, and guest relations team **ONLY**. If you are sitting in the back positions, please go watch over the courtyard area.

- front left
- front right - usually filled by pastoral team
- second/third row - seated behind the pastors
- back left
- back right
- Curtain right
- Curtain left

- Soundboard (middle aisle)

#### Zone 2: Backstage (guest relations and worship team) entrance

- Make sure only those who have credentials or are escorted with those who have credentials are let through that door. Also make sure to either keep a wedge or stopper in that door (or your foot) so that the door never slams and disrupts the service. Please stay in position inside of the door until you are relieved. At the end of the day please stay and until all pastors/guests have exited after service.

#### Zone 3: Green Room and Cafeteria Entrance

- This position is responsible for making sure that the right people who are supposed to be in the green room are entering the green room. The green room is not a hangout lounge for servant leaders. It is a place for guests to meet with our pastors. It is a place where our pastors can relax, and it is a place where our creative team huddle happens. This person is also responsible to ensure that only servant leaders are entering through the cafeteria door on this side.

#### Zone 4: Resource Table and Front Door

- Keep an eye on the front door, when people are entering, looking out for any potential disruptions or unsafe activity. Also, when the resource station is in operation, please look after those serving there and also the money that is collected. When the resource desk shuts down, please escort the person with the money to the safe locker backstage.

#### Zone 5: Additional Seating/Courtyard entrance to cafeteria

- Please make sure that the only people entering through the cafeteria are servant leaders that are serving at our church. This is not a shortcut that people can walk through. Our servant leaders' belongings and team materials are stored in here. This position is also responsible for making sure that the cafeteria is emptied during the creative team huddle. Only A team and growth track are allowed to stay in the cafeteria during these times.
- Also keep an eye on additional seating (once filled) we want to make sure this space is distraction free. We want additional seating to feel as much like the main auditorium as possible.

#### Zone 6: Vous Kids (2 people, one male, one female)

- Please make sure to look after the whole process, as children are checked in and checked out as well as when children are escorted out of the classrooms (for instance to the bathroom). Please check and make sure the bathroom is safe before they walk in, and make sure that you see them leave.
- Please also make sure that every adult that attempts to enter the Vous Kids area has a sticker voucher to pick up their child. If they do not have a sticker, then do not let them in.
- Also do not allow any servant leaders to use the bathrooms in the back as they are only for kids - this includes those serving in Vous Kids. Venue Control should be positioned here roaming between the entrance and the hallway where the kids classrooms are. Please keep an eye on the large curtain near restrooms to make sure no one is coming in.

Zone 7: Courtyard/Roaming (2 people)

- This is a roaming Venue Control role. Since our campus is extremely large, we want to make sure that nothing dangerous can happen in any of the non-occupied areas and corners, so this person (people) will have free reign to patrol the campus as needed and check in with other groups.

Zone 8: Main Church Entrance

- This position will be greeting people as they come in but also focused on identifying and redirecting potential distractions or trouble makers, like intoxicated people, paparazzi, or others. This person will be our first line of communication to the team.

Zone 9: Parking Lot and Guest Entry

- Make sure all is safe and ready for arrival of special guests as well as making sure there are no disturbances in the main grass parking lot (crucial at night time when visibility is low).

Zone 10: Offering

- Escort the hosts collecting the offering and make sure they get in and out safely. You will also be sitting outside the door of the count room until the count is completed. The count is completed when the count team leaves the room. In the PM service, this person will escort the count team members to the car parked outside the backstage door to make the deposit drop.

Zone 11: South Entrance

- This position will be greeting people as they come in but also focused on identifying and redirecting potential distractions or trouble makers, like intoxicated people, paparazzi, or others. In the case that there is a VIP guest this person will be located outside the South Gate, near the shipping containers and will not allow any guests to pass into the guest relations parking lot. This person is also our first line of communication and defense.