

Stage Director - Quick Tips & How-To

Welcome to the Team! As a Stage Director, you play a vital role in keeping our live services running smoothly — especially during transitions and live broadcast moments. Here's a quick guide to help you lead with confidence and readiness:



BEFORE SERVICE

- **Host Area Setup:**
 - Turn on and position the **host light** for proper front lighting
 - Test and place **Host Mic One** and **Host Mic Two** (verify batteries and audio levels)
- **Start the 3-Minute Timer:**
 - Launch the host countdown timer on cue, typically just after the live stream begins
- **Check with Broadcast & Comms:**
 - Confirm readiness with the broadcast team
 - Test your in-ear or com system for team communication



DURING SERVICE

- **Cue Host:**
 - Give the signal to the host when they are live at the beginning and end of the stream
- **Pulpit Setup:**
 - Bring the pulpit to the platform just before the sermon begins
 - Position it properly and unobtrusively
- **Mic Backup:**
 - Keep handheld mic A2 nearby in case of technical issues
 - Be ready to hand it off quickly and discreetly

POST SERVICE

- **Lobby Host Support:**
 - Assist Camera 1 operator in getting to the lobby for post-service hosting
 - Ensure the host has a mic and is framed in good lighting

TIPS FOR EXCELLENCE

- Stay alert and watch for cues from the broadcast producer
- Move quietly and confidently on stage
- Communicate clearly with hosts, pastors, and camera ops
- Keep all gear tidy, charged, and in place for fast access

Thanks for keeping our services sharp, engaging, and distraction-free!