

Sunday run of show

TEMPLATE

DATE	SERIES OR THEME	SPEAKER
DOORS OPEN	SERVICE STARTS	TEAM CALL TIME

TIME	SEGMENT	LEAD	DESK CUES: SLIDES, SOUND, CAMERAS, STREAM	DONE
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One person owns this sheet during the service and calls each segment. Fill the times backwards from when the service must end, and leave a little slack between blocks. Print a fresh one every week.

How to use this sheet

A run of show is one shared timeline of who does what, and when. It turns a service from a series of surprises into something the whole team can see coming.

Fill it in the day before

Work the times backwards from when the service has to end. Put the song list and the speaker's segments in. Note every media cue in the desk column, so nobody's guessing live.

One person calls it

Give one person the sheet and the job of calling each segment out to the team. Everyone else follows the call. This is how a small team stays together without a big desk.

A filled example

TIME	SEGMENT	LEAD	DESK CUES	DONE
9:55	Countdown	House	Countdown video up. Go live on the stream, check sound on a phone.	☐
10:00	Welcome	Host	Host mic up, music out. Lower third with host name. Cameras on host.	☐
10:05	Worship, three songs	Worship lead	Lyrics ready and spellchecked. Ride levels. Wide shot plus the leader.	☐
10:25	Notices	Host	Notices slides. Music out. Cameras on host, calm.	☐
10:30	The message	Speaker	Record clean. Steady shot. Mic level rock solid. Sermon slides on cue.	☐
11:05	Response	Speaker	Cameras wide, gentle. Sound soft and clear. Hold the stream.	☐
11:15	Close	Host	Final word, holding slide. Keep stream up until the room clears, then end and save.	☐

The message is the one segment you cannot re-run. Whatever the clock does, protect its recording and its sound. Everything else can lose a minute.

A clean run means a clean recording of the message. Turning that into a week of clips is the part we make easy. **reeluse.com**