**MEDIA**

**Media Team Member**

The MEDIA Team member is a vital part of the Walk to Emmaus Weekend. They are responsible for providing PowerPoint presentations at each team meeting and for the entire Emmaus three days. The Media should consist of 1 person. This person is responsible for all Powerpoint presentations, running the soundboard etc. It is extremely important to remember media on a Walk is a ministry requiring prayerful planning with an attitude of humble servanthood. It is not an opportunity to perform.

The Media person will need to provide their own laptop computer that has Powerpoint installed on it. The Media person MUST have a working knowledge or Powerpoint and be able to assist the Music team and the speakers with any and all Powerpoint problems and questions they may have. Instructions for turning on the projector are on the wall in the media room. Each computer hooks up differently, so you must have different cords according to the computer that you are using.

**Major Responsibilities**

Prior to Team Meetings

Contact all speakers and request that they send marked copy of their talks and a copy of their Powerpoint presentation to you prior to the first team meeting. Be sure that you let all speakers know that there are several things that **CANNOT** be used before, during or after their talk:

1. There can be no videos in their PowerPoints.
2. There can be no songs before, during, or after their talk.
3. There can be no personal agape given out immediately after the speaker’s talk.

Be available to assist or make Powerpoint presentations if speaker request you to.

Team Meeting

Show Powerpoint presentations for speakers and music and make changes in Powerpoint as required. Be sure that you have different cables, as you never know which ones you will need for the different

Church’s video system. If the church does not have a projector, the Emmaus Board Rep for Media has a projector that can be used for the Team Meetings. You will need to check with the church or the church’s representative.

During the Walk

Wednesday: Arrive at the camp in time to set your computer up and become familiar with the projector.

Provide Powerpoint for all music and speakers and build Powerpoint as needed for skits or any other slides as needed by team.

**Responsibilities of Media Person**

1. Must provide his or her own laptop loaded with Microsoft office or equivalent. Laptop must be able to open word and PowerPoint files.
2. Needs to have working knowledge of the previous mentioned programs.
3. Will need to be able to run sound board at the direction of the music person.
4. Will need to be able to build PowerPoint files or assist speakers with building files. Media person should be in contact with speakers before the team meeting to see if they need help with presentations or if they will be using PP.
5. Will need to be sure that the film for the first night is on their computer and ready to play during the meditation on Wednesday night. There is a DVD of the film in the Media Box.
6. Will need to obtain a file of the Emmaus songs that are used in the conference room and get with Music person several times each day to be sure the songs are up and ready to be pulled up when needed.
7. Media person needs to be able to attend both training meetings as the PowerPoint presentations are previewed at these meeting.
8. Needs to arrive at camp early enough to get their system set up before pilgrims arrive.
9. Get with Music person to coordinate the plug-ins for microphone, guitar, etc.
10. They will need to be able to plug a VGA cord into the external video port on their computer and the audio cord into the audio out jack on their computer for the sound.  If they do not have an external video port they will need an adapter to go from USB to VGA.

Media Board Rep must have the media box in the media room by 3:00 p.m. on Wednesday to give the Media person time to get all the media things hooked up.

\*\*Will need to be in media room by 6:15 each morning to boot up computer and be sure the projector is hooked up and ready to go.