

## TRU Chicago **Production** Department Checklist

<input type="checkbox"/>	Department	Sub-arena	Task	Preparation	Person To Do
<input type="checkbox"/>	Production	Administration	Announcements Power Point		Dacia
<input type="checkbox"/>	Production	Administration	Are the videos cued?		Dacia
<input type="checkbox"/>	Production	Administration	Attendance sent to Blanca		Dacia
<input type="checkbox"/>	Production	Administration	Attendance sent to Jenny		Dacia
<input type="checkbox"/>	Production	Administration	Attendance sent to Pastor Darrell		Dacia
<input type="checkbox"/>	Production	Administration	Bulletin Announcements		Dacia
<input type="checkbox"/>	Production	Administration	Database Updated		Dacia
<input type="checkbox"/>	Production	Administration	Head Honcho Report - Production		Dacia
<input type="checkbox"/>	Production	Administration	List of Announcements		Dacia
<input type="checkbox"/>	Production	Administration	List of Items Need for Next TRU		Dacia
<input type="checkbox"/>	Production	Administration	Member Update Form Completed		Dacia
<input type="checkbox"/>	Production	Administration	Meeting Agenda		Dacia
<input type="checkbox"/>	Production	Administration	Monthly Report		Dacia
<input type="checkbox"/>	Production	Administration	Offering Power Point		Dacia
<input type="checkbox"/>	Production	Administration	PO Submitted for Items Needed		Dacia
<input type="checkbox"/>	Production	Administration	Praise & Worship Power Point		Dacia
<input type="checkbox"/>	Production	Administration	Service Format Sheets		Dacia
<input type="checkbox"/>	Production	Equip./Supplies	3rd Floor Signs		Dacia
<input type="checkbox"/>	Production	Equip./Supplies	Production bin		Dacia
<input type="checkbox"/>	Production	Equip./Supplies	Tape Slips		Dacia
<input type="checkbox"/>	Production	Human Resources	Who is bringing the videos?		Dacia
<input type="checkbox"/>	Production	Administration	At what point will the videos be shown?		James
<input type="checkbox"/>	Production	Administration	How many videos are there?		James
<input type="checkbox"/>	Production	Equip./Supplies	Items brought up on the stage (water, bible, props, etc)		James
<input type="checkbox"/>	Production	Equip./Supplies	Mic'ed up		James
<input type="checkbox"/>	Production	Equip./Supplies	Offering Props		James
<input type="checkbox"/>	Production	Equip./Supplies	Videos for Message		James
<input type="checkbox"/>	Production	Human Resources	Who is bringing James' items on stage?		James
<input type="checkbox"/>	Production	Administration	Idea for excitement for 1st Segment		Melissa
<input type="checkbox"/>	Production	Administration	Jokes/Top 10		Melissa
<input type="checkbox"/>	Production	Administration	List of Items Need for Next TRU		Melissa

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<input type="checkbox"/>	Department	Sub-arena	Task	Preparation	Person To Do
<input type="checkbox"/>	Production	Administration	Mailbox or Mailbox Materials		Melissa
<input type="checkbox"/>	Production	Administration	PO Submitted for Items Needed		Melissa
<input type="checkbox"/>	Production	Equip./Supplies	Props for 1st Segment		Melissa
<input type="checkbox"/>	Production	Administration	Applications given to new volunteers		Yashica
<input type="checkbox"/>	Production	Administration	Email sent for volunteer recruitment table		Yashica
<input type="checkbox"/>	Production	Administration	Follow-up with new volunteers on observation		Yashica
<input type="checkbox"/>	Production	Administration	Interview scheduled for new volunteers		Yashica
<input type="checkbox"/>	Production	Administration	Introduce new volunteers to team		Yashica
<input type="checkbox"/>	Production	Administration	List of Items Need for Next TRU		Yashica
<input type="checkbox"/>	Production	Administration	Membership class date		Yashica
<input type="checkbox"/>	Production	Administration	New sign-ups called		Yashica
<input type="checkbox"/>	Production	Administration	New sign-ups emailed		Yashica
<input type="checkbox"/>	Production	Administration	PO Submitted for Items Needed		Yashica
<input type="checkbox"/>	Production	Equip./Supplies	Decorations for Volunteer table		Yashica
<input type="checkbox"/>	Production	Equip./Supplies	Radio for Communicating		Yashica
<input type="checkbox"/>	Production	Equip./Supplies	Recruitment Cards		Yashica
<input type="checkbox"/>	Production	Equip./Supplies	Remaining Time Signs		Yashica
<input type="checkbox"/>	Production	Equip./Supplies	Sign-up sheet for Volunteers		Yashica
<input type="checkbox"/>	Production	Equip./Supplies	Tablecloth for Volunteer table		Yashica
<input type="checkbox"/>	Production	Human Resources	Leader standing behind table for volunteers		Yashica
<input type="checkbox"/>	Production	Human Resources	Leaders that are walking the floor for volunteers		Yashica
<input type="checkbox"/>	Production	Human Resources	Who is standing at the table?		Yashica
<input type="checkbox"/>	Production	Human Resources	Who is walking the floor for volunteers (back)?		Yashica
<input type="checkbox"/>	Production	Human Resources	Who is walking the floor for volunteers (front)?		Yashica