

SERIES PLANNING PROCESS

	WEEKS OUT	TEACHING TEAM	CREATIVE ARTS	COMMUNICATIONS
PLAN	10+	Establish big idea of series		
	9	Submit Series Overview Include: why this series, week-by-week teaching breakdown, key scriptures, study resources, etc.		
	8	Submit story/testimony/creative element suggestions to Creative Arts & Communications teams	Creative Brainstorm Meeting <ul style="list-style-type: none"> Establish name of series Ideas for music, video, creative elements, promotions, set design 	
	7			Creative Brainstorm Meeting <ul style="list-style-type: none"> Establish creative/visual direction of series Video plan for series (promo and in-service elements) Series Promotional Plan (Printing/Signage/etc)
CREATE	6		Finish series description used for promotions	
	5			
	4		<ul style="list-style-type: none"> Build shell of where the service is going Plug in songs and service elements 	<ul style="list-style-type: none"> Logo completed Send printing assets to printer (invite cards, postcards, tickets, etc.)
	3		Optional: church-wide announcement (stage or video)	<ul style="list-style-type: none"> Logo sent to each location for promotions Promo on website & announcement loop
PROMOTE	2		<ul style="list-style-type: none"> Confirm service direction with Pastor 	<ul style="list-style-type: none"> Church-wide announcement (stage or video) Promo in: worship guide, website, email, social media, announcement loop
	1	Submit message outline to Production Team by Thursday AM for preparation of screens, YouVersion & worship guide	<ul style="list-style-type: none"> Refine service plan (transitions, flow, people, length, etc) 	<ul style="list-style-type: none"> Church-wide announcement (stage or video) Series resources sent to each location (logos, screen backgrounds, keynote template, fonts, countdown, bumper) Promo in: worship guide, website, email, social media, announcement loop
	Service		Critique Between Services Evaluation: right, wrong, missing, confusing	
	Post-Service	Make necessary adjustments for upcoming weeks		