

Stage and Tech Guide



KESWICK CONVENTION 2025

Welcome to the contributor team for Keswick Convention 2025. We are aware that some are technical whizzes and others find the use of technology a burden. The guidelines below are provided so you can be heard and seen clearly, making the best use of the staging and AV facilities in place.

On-Site Communication

Terésa Lyons-Adams (Tech Producer) is your main contact onsite. She will often be found at the production desk in the Main Tent. She will introduce you to the appropriate team members who will support you during your presentation.

Contact: 07930 414563

teresa.lyons-adams@keswickministries.org

Advance Communication

You will have been asked to advise us of your technical requirement via the completion of our [online form](#). We would ask that you provide the following files via the upload function at least one week before your session/s:

- Handouts
- PowerPoint slides (or speaker points)
- Scripts for BSL Interpreters

Main Tent Stage

The Morning Bible Readings, Evening Celebrations, the Keswick Lecture and one of the 4 seminars will take place on the main stage in the Main Tent.

THE AIM: Our aim is to avoid anything that will distract from what is being taught or presented. By standing in the right place, wearing the right colours, waiting for cues,

communicating changes, using the technology well, we can reduce the number of things that might otherwise distract from the main focus.

ARRIVAL: Before the Morning Bible Reading (MBR) and Evening Celebrations (EC) we spend some time in prayer with the programme team. Please arrive by **11:00am for MBR** and **7:00pm for EC**.

HOW WE BEGIN: Each session will commence with a cue from the Convention Producer who is positioned at the production desk at the back of the congregation. If you are chairing a session, please watch for your cue.

THE STAGE MANAGER: The stage manager (seated by the platform party) will also pass communications to and from the stage and will ensure you have water and running orders etc for the session.

PREACHING STYLE: Let us know if you are a walker or if you stick to the lectern.

WHERE TO STAND ON STAGE: The Tech Producer will advise you of any marks to hit, or areas not to stand for camera positions and visibility. Sometimes these will be marked by tape on the floor. Please arrive in good time before your session to share any such communications.

FACE FRONT: Avoid turning sideways to talk with your colleague / interviewee on stage. Encourage any children or guests on stage to face front too.

* Turning to the person you are talking to on stage means turning away from your congregation and excluding them. Although facing front to answer someone next to you may feel awkward, it helps your interview / conversation to be heard and not "lost".

MOVEMENT: Please be aware that all movement (bouncing, swaying, hand movements etc.) looks exaggerated on camera. We all have funny little twitches - but these can be difficult to follow or watch on screen.

OFF STAGE MOMENTS AND Q&A SESSIONS: Please advise the Tech Producer if you plan to have any off-stage interviews or a Q&A session involving the congregation. We need to plan camera positions and microphones with you.

* Please repeat any questions from the floor that are not picked up by a roving mic.

REST AREA: There is a Green Room set up with comfortable chairs and tea and coffee facilities behind the stage.

DRESS CODE: Solid bold colours are best! Please note, some colours do not work on screen. **Avoid black / white / small checks or stripes or busy patterns.** You are easier to listen to if you do not visibly distract your listeners. Black can produce a floating head effect / white causes problems with the cameras' light balance / patterns distort on screen.

STAGE ETIQUETTE: We are all working together as one team to communicate the information and message. Occasionally things go wrong, and we need to work together if something does not go according to schedule.

- Avoid referring to problems if you can move straight on.

- Avoid blame! Always refer to "we" who have a problem if it needs to be mentioned at all.
- Apologise only when things grind to a stop - otherwise keep moving. Apologies can in themselves be an unhelpful distraction.

Seminars

SEMINAR ROOMS: There will be 4 seminar rooms across the site. Each room has the capacity for at least 180 + seats and will have a projector, screen, microphone, speakers and some staging. We will let you know where you will be speaking prior to arrival.

SET UP: Please arrive **at least 40 minutes before** your session begins. This is to ensure you have met your Chair, the tech team and there are no last-minute surprises. We will put you in touch with your Chair pre-convention.

CHAIR-PERSON: Ask your chairperson to assist you if you have anything you are not sure about once at the venue.

POWERPOINT: Please follow the notes below. You will need to provide and operate your own laptop computer (unless in the Main Tent).

SOUND: If you are not given a lapel mic, stay on your stand mic at all times. Set up your laptop and notes so that you do not have to leave the mic to refer to them.

TECH MANAGER: Each room will have a technician to help you set up and make sure your seminar runs smoothly. In order to do this, we will need you to complete the Tech Requirement Form on the speaker portal in good time.

Assisting Those with Disabilities

Interpretation for the hard of hearing: We are regularly asked by the BSL Interpreters to provide scripts of all material used, from song words to recorded music, new songs to video



clips (see note under video presentations regarding copyright) to the talks themselves. Please consider these needs when preparing your material. Interpretation required for some words often do not become apparent until later in the talk such as “mourning” and “morning”. Scripts or notes in advance can prevent these errors.

Assisting the visually impaired: Speakers often use visual aids to help make a point. Please be aware that there will be a number of people with visual impairments who will be excluded if you do not describe what is on the screen for them. Alternatively, if you can provide a printout of any visuals you intend to use, these can be distributed to those who need them in advance.

Language: Use terms disabled person, person with learning disability, additional needs, neurodivergent. If giving instructions to the congregation, use phrases like “stand if you are able / comfortable to do so”, “take whatever posture of worship helps you worship”.

Sound

Everyone is used to the stereo-typed sound glitches at live events. It is possible though, and our aim, not to have any glitches! There are some do’s and don’ts to help make things run more smoothly.

MICROPHONES: Will be switched on and checked prior to you going on stage. If your microphone fails:

- Do not refer to this! (it is obvious).
- Repeat yourself two to three times.
- Look towards the Tech Producer / sound desk for direction
- Move to the lectern mic if you still have no sound
- Be assured that the technical team will be acting to fix things. The stage manager will

also have spare mics they will bring to you if necessary.

- Do not press buttons on your mic or mic pack.
- All of the above can be followed through in about 3 seconds!

WALK, THEN TALK: Avoid speaking directly out of the previous section and from an offstage position.

REPEAT YOURSELF: Saying your first few words twice helps your listeners re-tune to you from the previous speaker / musician.

CHECK BEFORE: You can check with your stage manager prior to walking forward that your mic is on and working.

SWAPS: Avoid swapping hand-held mics without communicating to the stage manager.

HOLD HAND-HELD RADIO MICS where the colour coding can be seen by the sound desk and against your chin, below your lip for best sound! This means the mic stays put if you move your head.

PROJECT: Quiet and soft voices are still difficult to hear when amplified. Please project your voice whenever you are speaking – the sound engineer can adjust the levels down, but not always up enough if you are quietly spoken.

COMMON MISHAPS: Muting the pack or hand-held mic – whilst “just checking it”

Turning “on” a mic which is already on – and instead, turning it off.

Frequency drop-out – occasionally in places radio frequency will mysteriously disappear (drop-out or receive interference).

Speaking before arriving in position – overlapping with the previous section – the engineer misses your entrance and the cue.

Swapping mics (usually the hand-held mics) so the wrong one is made live.



Trying to speak off-stage using a headset or lapel mic – you need a hand-held!

Video Presentations

FORMAT: It is important to communicate to us if you are using video before your speaking engagement, so we can check that we have the playback format you require. We may need time to transfer video to a more usable format!

COPYRIGHT: There are regulations on what you can show publicly, and your own church licence does not cover you to use film clips at the Convention. Keswick Ministries does not have a CVLI licence as it is just too costly. If you are using video clips, please ensure you have appropriate permission (this also applies to YouTube or Vimeo clips). We cannot do this for you, however, please get in touch as soon as possible if you would like us to help you do so.

USE OF VIDEO CLIPS: Please be aware of copyright issues (see section above). Avoid too many video clips in any one session and video clips that play for longer than 3 minutes. Sometimes it is more efficient to describe a clip than to show it.

RECORDED TALKS: Be aware that your talk is being recorded. We are not permitted to record copyrighted film material or songs. Please structure your talk to explain the funny gap that will occur when we edit out any music or film clips from our recordings. There will otherwise be an unexplained jump in the recording.

PowerPoint Presentations

BIBLE READINGS AND EVENING CELEBRATIONS: Please provide your title, talks structure, sub-points, and media to us no later than 1 week before your sessions. We will put these onto a PowerPoint for you.

TEMPLATES FOR SEMINARS AND LECTURES: Where full screen slides are required, please

use the Keswick templates provided (available on the speaker portal) which incorporates the Keswick logo for a fail-safe format that looks clean and effective.

FONT SIZE: Use a large font. We need it to be at least point 28 (preferably point 50) to be seen in the venue. This will help dictate how much writing you can put onto one slide for readability's sake. Do not overcrowd any one slide with too much information.

SCRIPT & CUE SHEETS: Please provide a print-out of your slides and a script or clear cue points in your talk for each slide.

Lighting

FIND YOUR LIGHT: It is important to get used to the stage lighting and not to walk out of your light.

LECTERN LIGHT: There is a reading light on the lectern which should already be on by the time you reach it. You may wish to check the lectern position is right for you prior to the start of the session. Please speak with your stage manager who will assist you.

Your cooperation and communication with these issues are much appreciated and will make for a much smoother event. If you have any questions or need any help with your technical requirements, please do not hesitate to contact us. We will be very happy to assist you in any way we can.

