

Keswick Convention 2025
PRODUCTION TEAM and SCHEDULE SUMMARY –
For Team-Week 0 – Set Up

Welcome, and thank you for joining this year's Technical & Production Tech Team for Convention 2025!

By now, you will have key team information from KM via emails or via the Portal:

- Site Layout,
- Accommodation info,
- Programme Grids
- Safety Briefings and Training (which must be complete before arriving on site).

This document is Production and Tech specific.

Please use it alongside the other information you have already been sent.

We have a number of professional production companies on site.

The relevant **Production Manager** for each room or area will train and direct you in terms of the kit you will be operating.

In addition to these, there are **Deputy Technical Managers (DTMs)** who will help orientate you and look after you in terms of your schedule and any practical questions you might have along the way.

If you are in any doubt about anything, do please ask one of these Team Leaders.

Unlike other teams, the Tech Team has fewer generic roles. You will have been assigned tasks and a role that best suits your skillset. Outside of your designated tasks you are very welcome to sit in with other team members or the professionals to observe their areas. Please check with the DTMs on this so that no one area is too busy at any one time.

We would love if you can **join the WhatsApp Group for your team** for each week:

<https://chat.whatsapp.com/BlsstGqxyfZ2og7thp1lbt> and also see email for link.

Thank you for serving. Enjoy!

Who's Who – Key Tech Team Leaders:

Programme Item	Call Time	Session Time	Role	Week 0 (set up)	Week 1	Supplier
TECH			Tech & Production Lead	Terésa Lyons-Adams*	TLA *	TLA*
Morning and evening sessions covered, Volunteers set up and checked.	8:15	08.30 - 12.30 + 18.30 - 22.30	Production Manager 1	Fluid	Fluid	Fluid
Morning and evening sessions covered, Volunteers set up and checked.	8:15	08.30 - 12.30 + 18.30 - 22.30	Production Manager 2	Joel Gosling	Joel Gosling	Southby
Morning and Evenings - assist DTM 1 / cover camera in Youth late night.	8:00	09.00 - 13.00 + 18.30 - 22.30	Deputy Tech Manager 1	Jonathan Powe	Jonathan Powe	Volunteer
Morning and Afternoon sessions covered, inc Base Camp, Volunteers set up and checked. Evenings hand-over to PMs	8:45	08.00 - 18.00 (20.00 max)	Deputy Tech Manager 2	Paul Deponio Tim Henstock	Tim Henstock	Volunteer
Media Recordings	10:00	10:00 - 22.00 (Not Sundays)	KMC Media Producer	Hamish Paton		

Tech Team for Week 0:

Jonathan Powe;
Paul Deponio
Daniel Stace

Peter Reilly
Johanssen Woo
Tim Henstock

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GENERAL INFO:

Site Layout:

Please also see the Portal for this, and / or the KM App.

Radios: Channel Allocations will be provided on your lanyard. Please complete the Radio online training.

WEEK 0 - SET-UP			
Security	All Team will need to pass through security and submit to bag checks.		
Parking:	Only vehicles unloading kit are permitted on the Derwent Site. These need to be pre-registered with the Logistics Team: Mike Dunn, Debbie Harris. Date & time of arrival and unloading.		
	In week -1 and 0 there may be spaces available for volunteers in the car park below The Suite but <u>you must email facilities@keswickministries.org</u> with your name, mobile phone number, dates of volunteering, team they are part of, and car registration, make and model. You will receive an email within 3 working days to confirm whether you have a parking space.		
Set up week Meal times:			
	8:30	Breakfast - Monday 7 July only) - self serve	Rawnsley Hall
	8:30	Breakfast (then devotions at 9am)	Rawnsley Hall
	12:30	Lunch	
	18:00	Supper	

Arriving on Site – Day 1: Step by Step:

Safety is paramount.

This year each team member arriving on site will commence their time with a Safety Briefing.

Please keep your Team Leader informed as to your expected arrival time each day of Set Up week.

If you are arriving by car:

Ideally you will park near to your accommodation and keep spaces at the site for local users or part-time team.

To request a Parking Permit for Skiddaw Street, email facilities@keswickministries.org with your name, mobile phone number, accommodation details in the Skiddaw Street Centre, and **car registration, make and model**. If approved we'll email back, and ensure that these are printed and available when you arrive at your accommodation. These permits will not work anywhere else in town, please do not display them on your dashboard when your vehicle is away from Skiddaw Street.

Some parking is available at **Keswick School** and **Castlerigg Manor** for volunteers staying at those locations. Park, and walk down to site. Allow 20 minutes for this.

If you are being dropped off or arrive by public transport, you are very welcome to leave your luggage in the Rawnsley Hall before entering the Convention Site for your inductions.

Enter site via Security, and show your Team invite / paperwork / badge.

You will receive a Lanyard with a badge and some key information for reference.

Please wear this at all times when on site.

Meet your Team Leader: in the Rawnsley Hall to be directed to your Safety Briefing, an initial Orientation.

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Pre set up week (week -1)

When	time	Tasks	Detail	Location	Complete By	time	Key Person
Pre set up week (week -1)		Marquees	Main Tent & Village Space - access ready for Tech set up	Main Tent /BC	Saturday 5 July	09:00	Mike Causey / Mike Dunn
		Access under floor	Panels left out and ropes under for cable routes	Main Tent	Friday 4 July	09:00	Mike Dunn & Neptunus
		Chairs - Team	for team - x 8	Main Tent	Monday 7 July	10:00	KM Facilities
		Tables	for tech: x2 trestles in Green Room (or big wooden desks) / x2 trestles FOH in Main Tent	Main Tent / Green Room	Monday 7 July		KM Facilities
		Chairs -Congregation	Plastic Auditorium x 3000- aim to be there by Monday * July - in stacks not blocking Tech rigging	Main Tent	Weds 9 July		KM Facilities
		Tech set up	De-rig KM Tech from various rooms and set up in the KM supplied Convention Rooms	PF G.01; PF G.02; PF 1.01: PF 1.02	Monday 7 July	16:00	Tim Taylor (Mike Causey)
		Room Lighting	Already in place - all working	PH 1, PH 2, PH 3	Saturday 5 July		Fluid / KM
		Load in	Trusses / Camera risers / stage decks	Main Tent	Monday 8 July – noon		Fluid
Tuesday 1 July		Video World	Commence install - Fluid to direct	AB Video B'cast Rm	Thursday 10 July	09:00	Ashley Gibson + Fluid &Tech Team
		Wall Drapes		PF G.04	Monday 7 July	9:00	Fluid
Saturday 5 July	09:15	Safety Briefing	Suppliers – Fluid	AB Team Space	Saturday 5 July	9:30	Mike Dunn
		Wall Drapes	Deliver of Powered platforms/ Complete - if not before	Main Tent	Tuesday 7 July	16.00	Fluid
		Wall Drape	Whole room, and dividing wall	PH 1	Tuesday 7 July	16.00	Fluid
		Arrive on site:	Gareth Batten /	Accommodation			
Sunday 6 July	TBC	Safety Briefing	TBC	AB Team Space	start of work Sun 6 Jul		Gareth Batten/Mike Dunn
	10:00	Internet Access	Install	BC / Main Tent	Wednesday 9 July	09:00	Gareth Batten
	19:00	Arrive in Keswick:	Terésa Lyons-Adams; Jonathan Powe	Accommodation			TLA; JP
	TBC	Soft chairs	x 12	Green Room	Tuesday 8 July		KM Facilities
	TBC	Low coffee table	x1	Green Room	Tuesday 8 July		KM Facilities
	TBC	Stage Management Box	existing Flight case of various inc folders/ trays / bowls etc.	Green Room	Tuesday 8 July		KM Facilities

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Week 0 – Set Up Week -

Day	time	Tasks	Detail	Location
Monday 7 - Friday 11 July		MEAL TIMES:	<i>08.30 - Breakfast - Monday 8 July only) - sort own</i>	<i>Own</i>
			08.00 – Breakfast	Rawnsley Hall
			12.30 – Lunch	
			18.00 – Supper	

Day	time	Tasks	Detail	Location	Complete By	time	Who
Monday 7 July	8:45	Arrive on site	Early tech set up team	Rawnsley Hall			Jonathan Powe / Paul Deponio / Peter Budd / TLA
	09:00	Devotions	after (own) breakfast – join Staff Team	Rawnsley Hall			All
	09:30	Safety Briefing	All Suppliers and Volunteers to be briefed prior to starting first day of work on site	AB Team Space			Tech Team: Jonathan Powe, Paul Deponio, Pete Budd, TLA
		Load in	Stage decks and Trusses; all rigging	Main Tent	Monday 7 July	11.00	Fluid
		Commence build	Stage / Trusses / FOH riser / Camera risers /	Main Tent	Tuesday 8 July	16:00	Fluid + Tech Team
		Commence LX Rig	House Lighting / Spheres /	Main Tent	Wednesday 9 July	12:00	(Pete Budd)& Fluid & JP
		Commence Green Room set up	Tables for GX / Chairs & tables for Presenters / Catering point/ Stage mgmt Suppliers / Power in place	Main Tent	Wednesday 9 July	17:00	TBC / Tech & TLA
	16:00	Arrive on Site & Briefing	Tech Volunteers - orientation, safety Briefing, accommodation	AB Team Space	Mon 7 July - 18.00		Paul Deponio / Daniel Stace / Peter Reilly / Johanssen Woo / /
	18:00	Supper	All	Rawnsley Hall			All

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Day	Time	Tasks	Detail	Location	Complete By	time	Who
Tuesday 8 July	09:00	Devotions	after breakfast with Staff Team	Rawnsley Hall			All
	09:30	Continue Rig	LX / Stage build /	Main Tent	Wednesday 9 July	11.00	Ashley Gibson + Fluid &Tech Team
		Video World	Continue install - Fluid to direct	AB Video B'cast Rm	Thursday 10 July	09:00	Ashley Gibson + Fluid &Tech Team
		GX World	Commence install - Fluid to direct	Green Room (AB)	Thursday 10 July	09:00	Ashley Gibson + Fluid &Tech Team
	14:00	Small Stages	Deliver and position in PF spaces.	PF spaces	Wednesday 9 July	09:00	Ashley Gibson + Fluid &Tech Team
	18:00	End call	Supper				

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Day	time	Tasks	Detail	Location	Complete By	time	Who
Wednesday 9 July	09:00	Devotions	after breakfast with Staff Team	Rawnsley Hall			All
	09:00	Arrive on site:	10ofthose - access for lorry / telehandler needed	Base Camp Tent	Wednesday 9 July	17:00	10ofthose & KM Campus Crew
	09:30	Production Area Install	Install stages / lighting / projection & audio	PH 1	Wednesday 9 July	12:00	Ashley Gibson + Fluid & Tech Team
		Stage Set	Complete Build	Main Tent	Wednesday 9 July	11:00	Ashley Gibson + Fluid & Tech Tm
		Continue	LX and Video Rig	Main Tent	Thursday 10 July	12:00	Pete Budd & Fluid & Tech Team
			tidy venue, access clear for Southby Productions	Main Tent			Fluid / Tech Team & Stge Mgmnt
			Production Install of BC spaces	BC Tent	Thursday 10 July	18:00	Fluid & Tech Team
	12noon	Trusses / Scissor lifts	in and down as required for Southby access	Main Tent	Wednesday 9 July	12.00	Fluid / Pete Budd
	12:30	Arrive on site	Meet & Greet -	AB Team Space			Ofilms / Southby
	13:00	Safety briefing	Contractors	AB Team Space			Southby / Ofilms
	13:15	Load in:	Distribute kit & commence Audio Rig	Main Tent	Wednesday 9 July		Southby & Tech Tm
		Load in:	and Commence Lights & Video Rig	PF G.04	Wednesday 9 July		OFilms & Tech Team
		Green Room	Complete set up with Southby kit delivery	Green Room	Wednesday 9 July	16:00	TLA +
	14:00	Keswick Methodist -	Meet David Hasson ref training on systems to pass onto Techs on Saturday (18.30)	Southey Street	Wednesday 9 July	18:00	Paul Deponio
	15:00	Arrive on site	Meet & Greet -	AB Team Space	Wednesday 9 July		Chris Banner
		Safety briefing	Contractors	AB Team Space	Wednesday 9 July		Suppliers arriving on site
		Load in:	and Commence Audio Rig	PF G.04	Wednesday 9 July		Chris Banner
	15:00		Run Multi (rope under) / Rig Main PA(trusses up) / Install Radio Antennaes / Set up Radios				Southby
	16:00	Mark up	Floor area for chairs where access is available and it is safe / Assess space and potential to commence chairs in safe spaces	Main Tent	Wednesday 9 July	10:00	Mike Dunn / WT
		Drum Screen	Deliver to Main Stage		Thursday 10 July	10:00	Tech Team
		Load-in	A/V	PF spaces	Friday 11 July	18:00	Southby Productions & Tech
	19:30	Fly Truss out	If not before	Main Tent	Thursday 10 July	12:00	Southby / Fluid / Pete Budd

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Day	time	Tasks	Detail	Location	Complete By	time	Who
Thursday 10 July	09:00	Devotions	after breakfast with Staff Team	Rawnsley Hall			All
	09:30	Access:	Continue Audio Install: Set up FOH; Broadcast / Set up Stage	Main Tent	Thursday 10 July	18:00	Southby Productions & Tech Team
		Continue	Production Install of BC spaces	BC 2 & 3	Thursday 10 July	18:00	Fluid & Tech Team
	14:00	Chairs	Layout underway	Main Tent	Friday 11 July	14:00	Mike Dunn & WT
	14:00	Backline	Delivery from Big Fish: x4 kits & x7 keyboards	Main Tent / PH 1/ PH 2 / PF 1.03 / PF 2.03/ PF 2.02 / PF 1.01	Friday 11am	17:00	Terésa Lyons-Adams
	14:00	Drum screen 1	x1 - build ready for kit	Main Tent			Tech Team
			Complete Set up	Main Tent			Southby
	15:00	Arrive on site	Meet & Greet -	AB Team Space	Thursday 10 July		Big Steve / Hamish Paton
		Safety briefing	Contractors	AB Team Space			Mike Dunn & Big Steve
		Load in:	and continue GX set up	Green Room	Thursday 10 July		OFilms & Tech Team
	17:00	Audio System Checks	Line check	Main Tent	Friday 11 July	18:00	Southby Productions
	18:00	Supper					

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Day	time	Tasks	Detail	Location	Complete By	time	Who
Friday 11 July	09:00	Devotions	after breakfast with Staff Team	Rawnsley Hall			All
	09:30	Complete All Installs		Main Tent / PH 1,2,3/ All PF spaces / Base Camp	Friday 11 July	17:00	Fluid / Southby
		Chairs	Continue Layout	Main Tent			WT
		Build Stage	Not before Friday morning.	PF G.04	Friday 11 July	14:00	Fluid
		Lx / Audio / Video rig	Continue	PF G.04	Saturday 12 July	18:00	Banner / OFilms / KM Tech Teams
	10:00	Drum Screen 2	Drop off at designated / needed space.	PH 1 or 2	Friday 11 July	18:00	Joel/ Chris Banner
	14:00	Audio Checks	inc Comms Checks	Main Tent	Saturday 12 July	12:00	Southby
	15:00	Tech Run Through - 1	on-screen Gx / VTs / Broadcast Titles / Camera positions	Main Tent	Saturday 12 July	12:00	ALL
	16:00	Chairs	Complete layout	Main Tent			WT
	17:30	Band IEMS	set up as far as possible	Main Tent			Southby
	18:00	Supper					
	19:00		Silent Tent – work as required	Main Tent			Band / Southby
	21:30	Call Ends!					

Please see your Planning Grids – sperate document and refer to the Team Schedule and your Team Leaders.

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Kit by Venue – K&Y Plus

Group	Location	Audio	Video	Lights	Stage	Keys	Drums	Other	Supplier
Creche - 0-3s	PH G.01	Relay Screen	Relay Screen	No	No				Fluid / KM
3-4s (CEI)	PF G.02 /1.03	Laptop / VT playback	Projector and screen (EC edit)	No	No				KM
4-5s	PF 1.03	PA / x2 mics / VT laptop playback	Projection & Screen	No	No	Keys			Southby
6-7s (5-7s)	PF 2.03 / PF 1.02	PA / x2 mics / x2 instruments / VT laptop playback / x1 monitor wedge	Projector & Screen 1.02 duplicate 2.3 for wk 3	No	4mx3m 0.3	Keys			Southby
8-11s	PF 2.02	PA / x4 mics / x2 instruments / VT laptop playback / 6x IEMs monitors for band	Projector & Screen	Yes - T Bars	6m x 3m x 0.3m high (or 5x4m?)	Keys	Acoustic set	Tech Op	Southby
8-9s (wk 3)	PF 2.03	as per 6-7s	Keep 6-7s set up for wk 3		as above	???			Southby
11-13s (Seminar)	PH 2	PA / x4 mics / x2 instruments / VT laptop playback / monitors for band / relay screens	Projector & Screen	Yes- T-bars	5m x 3m x 0.3m high	Keys	Acoustic set?	Tech Op	Southby
14-16s** (Seminar)	PH 1	PA / x4 + mics / VT playback	Projector & Screen	Yes - Full rig	10m x 7m x0.6m high (FOH riser - 6m x2m)			04 Tech team	OFilms / Banner
17s-18s *	PH 3	PA - seminar set up (no music)	YES seminar set up	Yes	2m x 2m x 0.3m high			19-24s tech op	Southby
YOUTH together**	PH 1	PA / x4 + mics / VT playback / RELAY to PF 1.02	Projector & Screen	Yes - full	10m x 7m x 0.6m high (FOH riser - 6m x2m)	Keys	V-Drums & Screen		OFilms / Banner
19-24s *	PF 1.01	PA - for band & speech	Projector & Screen	Yes - T-Bars	2m x 2m x 0.3m high				KM
Main Tent	Main tent				16m x 6m .086m high (FOH riser - 5m x2m x 0.3m)	Keys	V Drums & Screen		Fluid / Southby
	Green Room								KM / Fluid / Southby
OTHER – KU	G.o4								Fluid / Fatkin

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SATURDAY: Security Briefing Schedule – each Saturday - Everyone must attend these:

Time	What	Who	Where	Details
10:00	Security Briefing	MJD	The Boardroom	MJD give security briefing to new Security team.
10:00	Site Arrivals	KM Facilities	PF Gate	Monitor the gate Show where to go
10:00	Band Arrivals	TLA / Band	Main Tent	Unload & Set up to rehearse
10:00 onwards	Base Camp change over	Exhibitors	PF Site	Exhibitors moving out New exhibitors arriving. Vehicles can come onto site via the back entrance. Facilities team to assist with arrivals. KM Hub / Carolyn to collect badges and layout.
12:00	Reception Team arrive	Reception team	Rawnsley	Early arrival for Reception team to help with Volunteer arrivals
	10ofThose restock??			
12:30 onwards	Volunteer Arrivals	All Volunteers	Rawnsley Hall	(Reception Team manage) Sign in, Tag, <i>Badges</i> and leave bags. Minor hall to be cleared for bag drop off Tables for badge pick up. Anne / Lynn tick off with Reception Bag sitter?
1:00 onwards	Team Welcome	All Volunteers & Team Leaders	Packing Hall 1 / G04 ?	Team leaders give out wristbands, info, meet team leader Refreshments available (Tania)
1:30pm	Volunteer Welcome Meeting		PH 1	<ul style="list-style-type: none"> • Mark Ellis Welcome and Thank you • Safeguarding (Simon Overend) • Accessibility (Kay Morgan-Gurr) • Health and Safety (Mike Dunn) • Song • Prayer in small groups
2:30pm	Team Breakouts	All Teams	Various	Volunteers go to team specific briefing (location below)
2:30pm	Evacuation Practice	Welcome Team, Campus Team	Packing Halls	Mike Dunn leads the evacuation process
2:45pm			Pencil Factory	
3:00pm			Base Camp	
3:15pm			Main Tent	
3:00pm	Lunchtime Planning Meeting	Band, Hosts, ME, TLA, MH, Youth Leader	Admin Block	Planning meeting for Evening celebration and All Age service
3.30pm	Band Rehearsal			Continues
4:00	All vehicles off site			
4:00 onwards	Accommodation check-in	All Teams		Team can collect bags from Rawnsley and head to their accommodation to check in. <i>N.B. some checking at 5:00pm (Results Driven)</i>
4:00	Base Camp Ready	KM Team		Ensure all extra tables and unused boards are in stores.
5:30 - 6:30	Dinner	All Teams	Rawnsley YHA (x3) Castlerigg (wk 2 , 3)	
6:00pm	Leadership Briefing Meeting		The Boardroom	KM leadership, Mike Dunn, WT lead, Campus Lead, Security, Police, Event Control
6:15pm	Site Team in place	Welcome Team Campus Team	All site	
6:30pm	Site Open to public			Let's GO!

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Seminar Venues - Technician Job Description:

- Get to know your equipment & how to set it up:
 - PA kit with cabling and mics
 - Video camera with audio feed from the sound desk
 - Video camera technical briefing and notes will be provided at the 2pm session on day 1, so please ensure you turn up to this
 - Projector & screen and associated cabling
- Know the event session programme and the venue to which you are being asked to manage. Arrive in good time before your session and set up your equipment. Make sure you have your recording masters with you for your sessions through the day from the duplication centre.
- Await your speaker, meet & greet him / her and discuss their technical needs prior to starting.
 - Provide water for them.
 - Provide their Lectern or music stand for their notes / Bible
 - Mic them up
 - Explain you need them to give you a cue (a nod) prior to their starting so you can start to record
 - Ask if they have long periods of group discussion in their session – and to say so for the purpose of the Recording.
 - If they have a Piece of music or a DVD – these cannot be Recorded – ask them to explain what “we are about to see” or what “we have just seen” for the recording. Press pause / stop – and restart when they commence again – ask them to cue you!
 - Please ensure that all questions are repeated by the speaker for all to hear and for the Recording.
 - Speakers are told to bring their own laptops... and occasionally bring unexpected items / requests. Try to touch base with the speaker ahead of the session to see if connectors / adaptors will be required. Accommodate where you can – call your Technical Manager where you need assistance.
- Ensure that you have a good quality, complete recording of the session
 - Stay Alert! It is very easy to miss the cue or forget to Record!
 - Make sure that you consistently monitor the master Recording levels and ensure that they are set correctly. This is important if there is more than one speaker as voice tones change.
 - Finalise the Recording of the talk and return the master to the duplication centre ASAP after the venue has been cleared & tidied after the seminar. Do not take breaks until the master has been returned.
- Keep an eye on time – it is important to start on time. Don't let the Speaker start without you!
- Each week you will need to take your kits to your venues or pack up and return your seminar kits – speak to your Technical Manager for times of Collection / delivery and ensure you have Checked your kits in and out of their storage area at the Derwent venue.

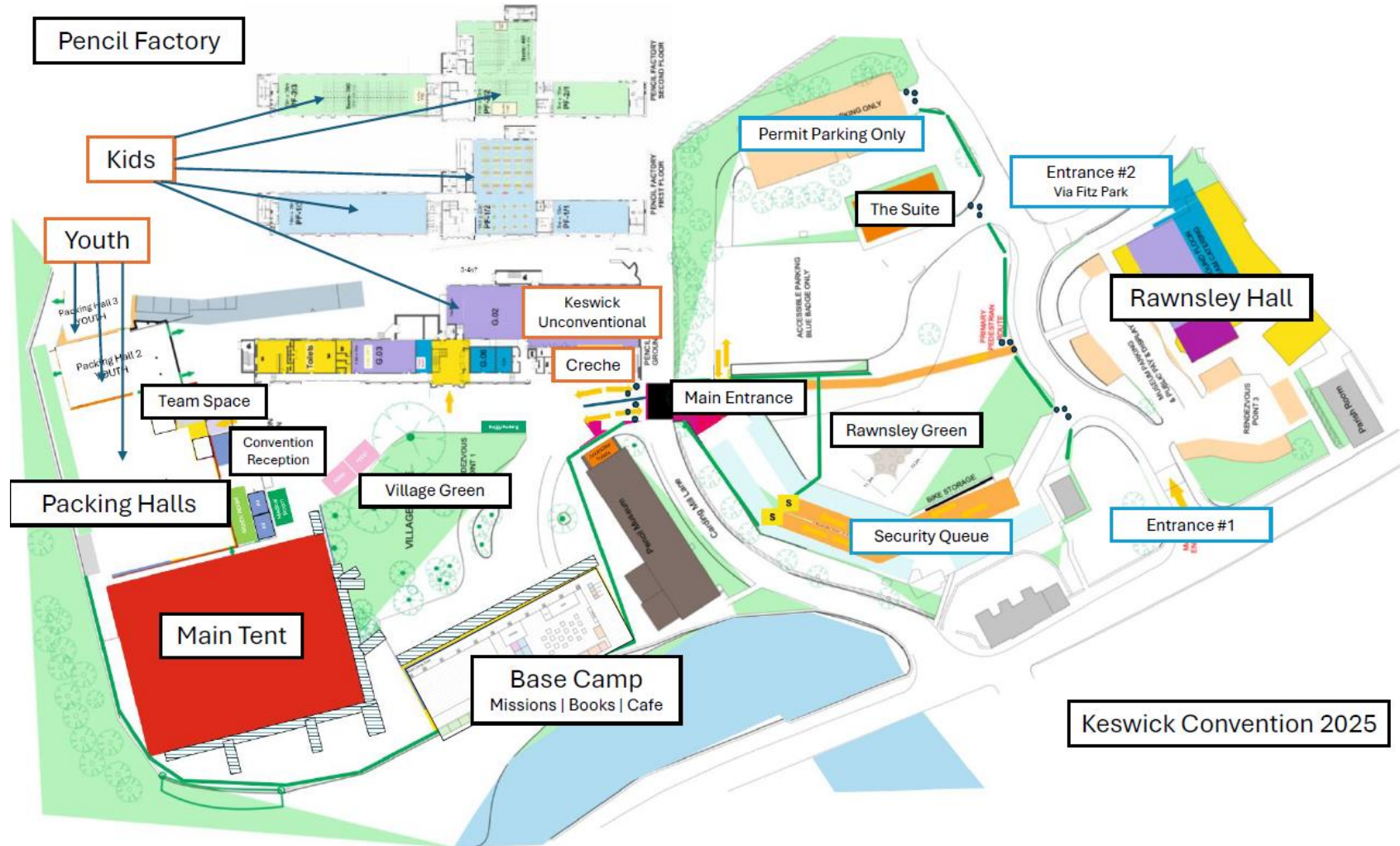
Other Technician Tasks:

- There are many other sessions taking place during the event – you may be called on by the Convention Producer or Technical Manager(s) to assist with other aspects: moving kits to various places / manning cameras for lunchtime events / setting up PAs for Late Night gigs...
- Be Ready to help / Be Alert and Safe at all times / Never Guess – Always Ask / Have Fun!!!!

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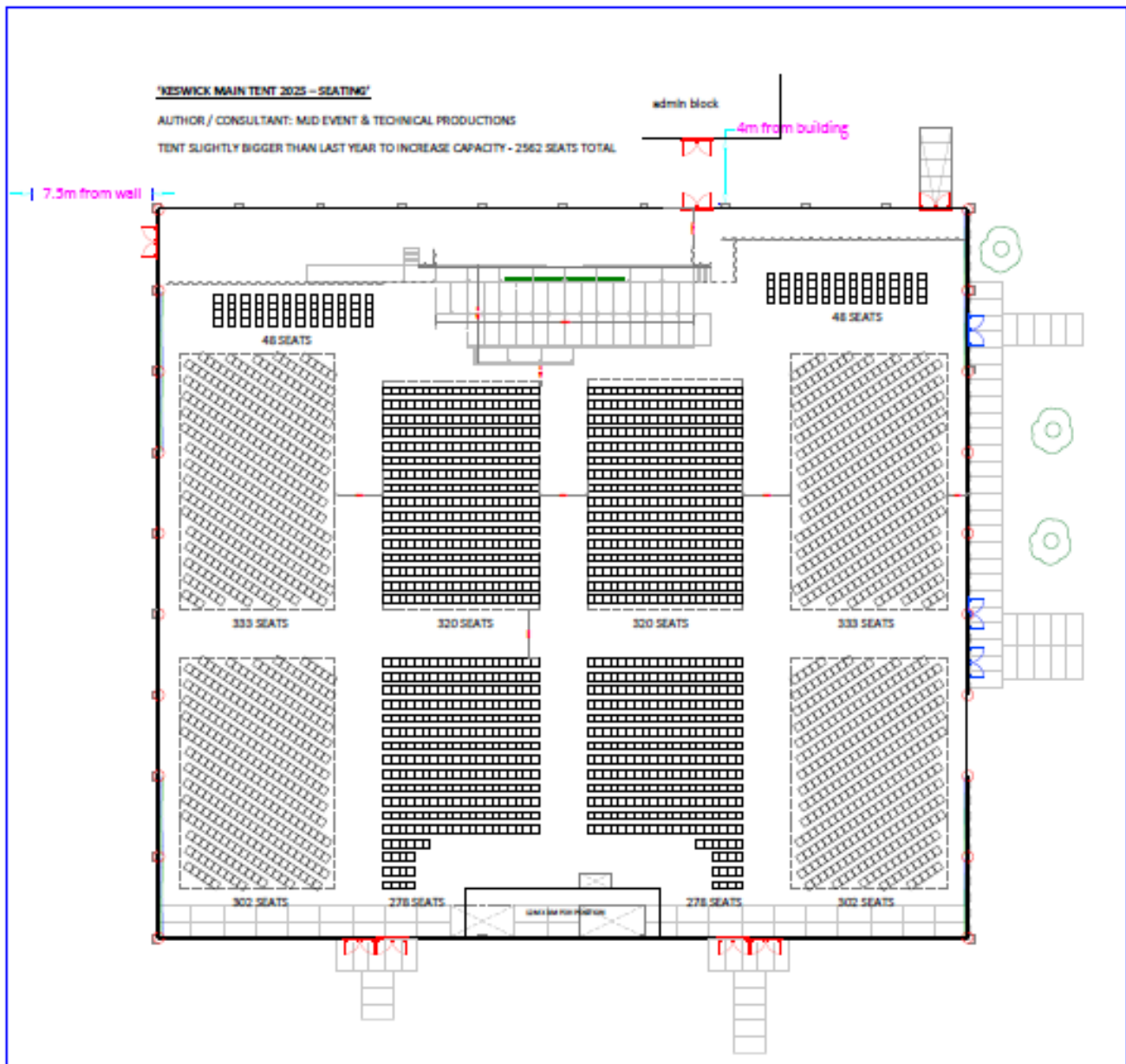
Other docs:

- Site Layout: see other attachment and KM volunteer portal



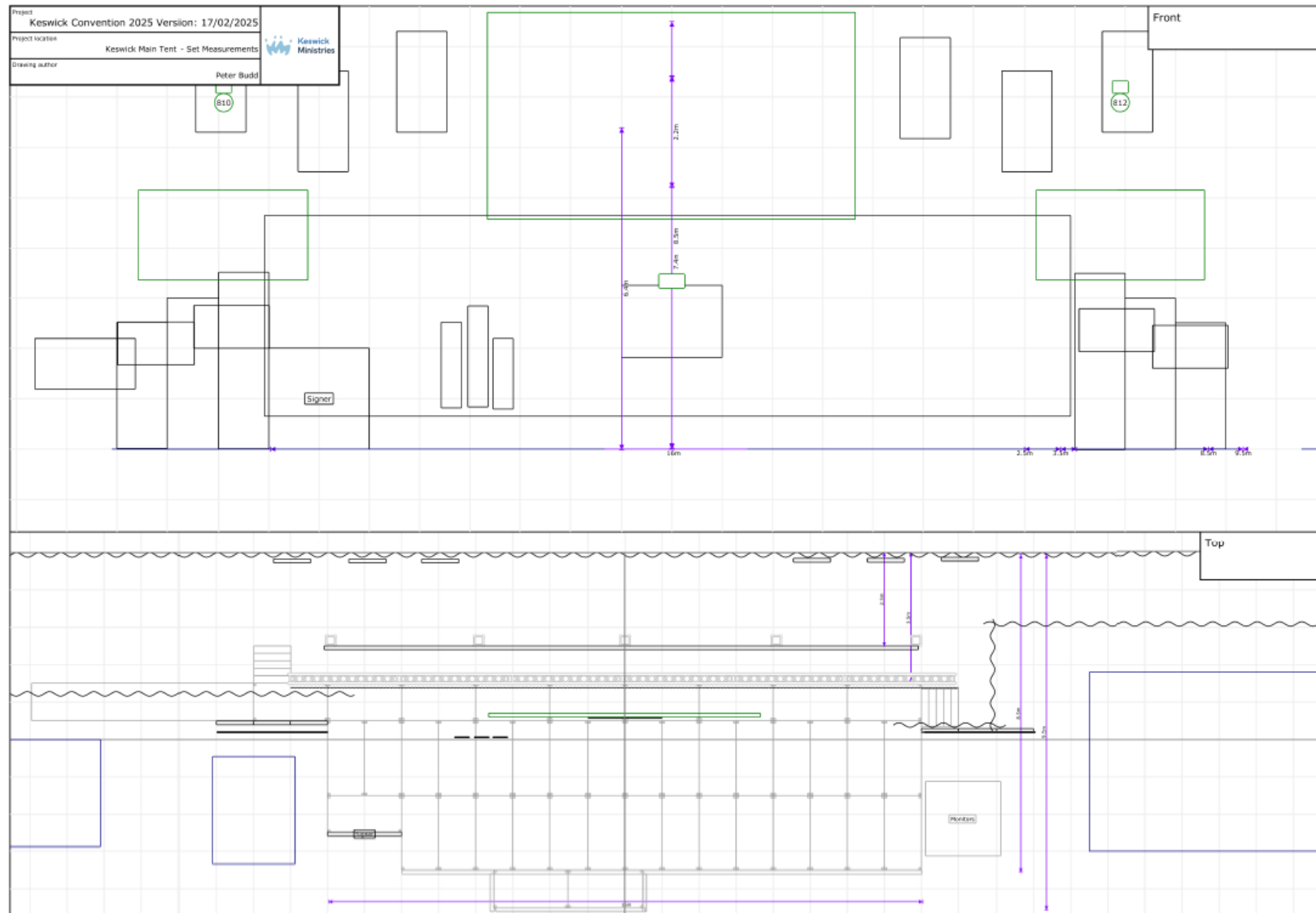
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- **Main Tent Layout**



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Main Tent Stage Layout:



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- PH1 Layout - Youth: below

