

**Keswick Convention 2025**  
**PRODUCTION TEAM and SCHEDULE SUMMARY –**  
**WEEK 1**

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**WELCOME!**

And thank you again for joining this year's Technical & Production Tech Team for Convention 2025!

Already you will have key team information from KM via emails or via the Portal:

Site Layout, Programme Grids, Accommodation info, Safety Briefings and Training, much of which must be completed before arriving on site, and the rest once you arrive but before you start work.

This document is Production and Tech specific. Please use it alongside the other information you have already been sent. **See the index guide at the bottom of this page** for what is in the rest of this document.

We have a number of professional production companies on site.

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

In addition to these, we have Deputy Technical Managers 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, please **do not guess**. **Ask** one of these Team Leaders to help you. Each Venue Tech will have a Radio to keep in contact with Team Leaders. Training given on their use.

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 other areas. Please check with the Deputy Tech Managers on this so no one area is too busy at any one time.

As a Team it would be useful if you could bring **BLACK clothing to work in**. This both makes us invisible and identifiable as a Team. Much easier for your Presenter to spot you!

Also bring good walking shoes, and rain jackets. It can be wet, and it can be hot too!

It would be very helpful if you could **join the WhatsApp Group for your team** for each week:

Week 1: <https://chat.whatsapp.com/CaxDE6XKYme5M3up0bsOlV>

**If you arrive on site early, it would be helpful if you could message the Team, but grab a coffee in town and arrive at the designated time.**

**PLEASE DO NOT PRINT OUT or SHARE ANY of the Information contained in this document, for security reasons.**

Thank you for serving. Have fun!

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**ARRIVING on SITE – Day 1: Step by Step:**

Prior to arriving on Site for your week, you should have completed the Online Briefings & Training.

New for this year **All Teams are required to arrive on site by 1.00pm**

**If you are arriving with a car:**

Pre-event, you need to Request a Parking Permit for Skiddaw Street, email [facilities@keswickministries.org](mailto: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, and it would be very helpful if you did not display them on your dashboard when your vehicle is away from Skiddaw Street. Allow 20 minutes for this.

**If you are being dropped off or arrive by public transport**, a bag drop has been arranged from 12.30pm at the Rawnsley Hall, after which you will proceed to Packing Hall 1 on the Derwent Site for a Welcome and ALL TEAM briefing.

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

**Meet your Team Leader:**

After the General Team Welcome, proceed to the Green Room (adjacent to the Packing Hall 1 (PH 1) room, to meet your Team Leaders, and for your "Team specific" briefings and training.

**Who's Who – Key Tech Team Leaders:**

TECH			Tech & Production Lead	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	Ashley Gibson	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	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	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	Tim Henstock	Volunteer

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

Please wear this at all times when on site.

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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. Your DTMs will train you in how to use the radio.

### **Site Access during Convention:**

The Site is Open to Team: - 08.15 – 22.30  
The Site is Open to Conventioners: - 08.30- 17.00 and - 18.30 – 22.30

### **Vehicular Access:**

- No vehicle access onto site (defined as the North end of the Pencil Factory building) from 08.00 – 17.30 and 18.30 – 23.00.
- Vehicles can utilise the delivery route behind the PF building to 'offload during these times as long as the following measures are taken –
- A member of team chaperones them to their destination
- The vehicle is not left unattended
- The vehicle is moved as soon as it is loaded / unloaded.
- This is our emergency access route and must remain clear or be able to be cleared at any time

### **Meal Times for Convention:**

Day	time	Tasks	Detail	Location
Saturday 12 – Friday 18 July	07.30 – 09.00	Breakfast		Rawnsley Hall
	13.00 – 14.00*	Lunch	*Note – Saturday & Sundays 12.00 – 13.00	
	17.30 – 18.30	Supper	** Note - Saturdays – 17.00 – 18.30	

### **On with the Job:**

Once all the briefings have happened your Team Leaders will orientate you and give you the specific training for your venues and role.

- Main Tent Team to the Main Tent
  - o Camera and GX training / orientation with Fluid Productions & Big Steve.
  - o Stage Management – with Terésa Lyons-Adams
- Satellite Teams to PF 1.02 for training with Hamish Paton (Seminars).
- Specific Venue Training then with:
  - o Joel Gosling (Southby Productions) – for PF 1.03, 2.03 & 2.02, then PH 2 & 3
  - o Jonathan Powe & Tim Henstock for PF 1.02, 1.01, G.01, G.02.
  - o Tim Henstock for Base Camp & Southey Street Methodist
  - o Gareth Batten (Ofilms) for PH 1.
  - o Ashley Gibson (Fluid Productions) for PF G.04

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**TECH TEAM ROLES & SCHEDULE:** by Session, then time, then Venue.

Venue	Programme Item	Call Time	Session Time	Role	Week 1
Main Tent	Seminar	08:45	09.30 - 10.30	Producer	TLA
	All Age Service - <u>Sunday</u> *	09:00	10.30 - 11.30	Stage Manager	Alison Wynne
				Stage Manager 2	Sio Wynne ***
	BR * (Mon - Fri)	10:45	11.15 - 12.30	Lighting Eng	Pete Budd
	Evening Celebration *	18:15	19.20 - 21.00	FOH sound	Bertie Styles
	Concert (Tuesday afternoon )	13.45	14.30 - 15.30	Broadcast Sound	Matt Dennis
	Concert (evening) *	21:00	21.15 - 22.15	Broadcast Video	Fluid
				<i>Monitor Eng &amp; Tech SM</i>	James Southby
				Camera Director	Fluid
	Band rehearsals	15:30	16:00 - 17:30	Camera 1	Tom Mitchelmore
	KU rehearsals (wk 3)	15.15 / 18:15	15.30 or 18. 15	Camera 2	Matthew Orr
				Camera 3	Daniel Stace
				Gx Manager	Big Steve Underwood
				Gx Assistant 1	Caroline Land
				<i>Gx Assistant 2</i>	Sio / Alison
Base Camp	Prayer Meeting (Mon - Fri)	08:30	08:45 - 09:15	Venue Tech 1 (can rotate with Tech 2 & 3)	Robert Smith
	RELAY of All Age (Sunday)	09:15	10:30 - 11.30		
	RELAY of BR ( <i>Afternoon use of stage</i> )	11.00 13:00	11.30 - 12.45 / 13.00 - 17.30 /		
	*RELAY of EC (& Concert)	18.30	19:20 - 22.15		
PF G.04	RELAY of BR & EC plus concert evening*	- 15 mins	11.15 - 12.45 19.20 - 21.00 21.15-22.15*	Venue Tech 2 (11.00- 21.00) (can rotate with Tech 1& 3)	TBC / Paul , Tim
Kes Meth Ch	Relay of BR & EC plus concert evening* (can alternate venues with Tech 2)	- 15 mins	11.15 - 12.45 19.20 - 21.00 21.15-22.15*	Venue Tech 3 (afternoon off) (can rotate with Tech 1& 2)	Chris Higham

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**TECH TEAM ROLES & SCHEDULE: continued**

Venue	Programme Item	Call Time	Session Time	Role	Week 1
G.04	Seminar (& relay)	08:45	09.30 - 10.30	Venue Tech 0	Fluid P.T
PF1.02 (wks 1&2)	Seminar (afternoon Missions & 6-7s wk 3)	08:45	09.30 - 10.30	Venue Tech 4 (evenings off)	<b>Paul Deponio</b>
PH 1	Seminar	08:45	09.30 - 10.30	Venue Tech 5	David Holburt - p/t
PH2 (&PH3 later)	Seminar (then K&Y)	08:45	09.30 - 10.30	Venue Tech 6 (afternoons off)	Jean-Paul Raby
PF 1.01	19-24s (+ Afternoon missions)	9.30	10.00 - 11.00	Venue Tech 7 (afternoons off)	Noah Salter
PF G.02	CEI (wk 1)	08:45	09.30 - 10.30 11.15 - 13.00 (14.30 - 16.00 ..Tuesday)	Venue Tech 9	Jim Buchan
PF 1.03/ PF 2.03 /	3-5s / 6-7s / 8-9s	10.15	11.00 - 12.45	Tech 4 (floating) (mornings & afternoons)	<b>Paul Deponio</b>
PF 2.02	8-11s / 9-11s	10.15 18.45	11:00 - 12:45 & 19.15 - 21.10	Tech 8 (plus Youth PH1 at 21.10)	David Hann
PH 2 & PH 3	11-13s / 17-18s	10.15 18.45	11:00 - 12:45 & 19.15 - 21.10	Tech 6 (Sem +Youth am & pm)	Jean-Paul Raby
PH 1	Youth Venue		11:15 - 13:00 +	PM / Video	Ofilms – Gareth Batten
		10.30 ?	11:15 - 13:00 +	FOH Sound	Steve Collis
		19:00	19.15 - 22.30	Lights (Tech 6) (Tech 4)	Jean-Paul Raby
		19:00	19.15 - 22.30	Camera 1 (by request)	Inc
		19:00	19.15 - 22.30	Cameras 2&3 (PTZ) (Tech 8)	David Hann
PF1.01	19-24s	20:30	21:00 - 22:30	Venue Tech	Noah Salter
Base Camp	Afternoons	13:00	13:00 - 17:30	Tech Cover - Tech 1 / DTM	DTM
PH 1.01	Afternoons (LICC)	13:00	13.00 - 17.30	Tech Cover - Tech 4	Paul Deponio
PH 1.02	Afternoons	13:00	13.30 - 14.30	Tech Cover - Tech	
PF G.04	Afternoons	13:00	13.30 - 14.30	Tech Cover - Tech 0	
PH 2	Afternoons	13:00	13.30 - 14.30	Tech Cover - Tech 1 / DTM	Robert Smith / DTM
Media Room	Recordings	10:00	10:00- 22.00	KMC Media Producer	Hamish Paton
				Assist Media Producer	***
IT Networking)	Manager &App				Mike Hodgeson

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**SCHEDULE: Day 1 Saturday**

Saturday 12 July	09:00	Devotions	own	Rawnsley Hall	All
	10:00	Band arrive on site	Drums 10.30am / rest of Band 11am.	Main Tent	Band / Southby / Big Steve /
		K&Y Tech	Continue set up	PF G.04	OFilms
		K&Y Tech & CEI	Continue set up	PF G.02/ G.03/ 1.01/1.0	Southby & DTMs
	12:00	Audio Checks	noise checks	Main Tent	Band / Southby /
		Noise Monitoring	Checks	Boundaries	Fluid
		Lunch		Rawnsley Hall	
	12:30	Arrive on Site:	Volunteer Techs: drop bags at Rawnsley Hall, proceed through security, meet at PH 1; (Reception Team manage) Sign in, Tag, Badges and leave bags.	Rawnsley Hall	
	13:00	Team Welcome	Team leaders give out wristbands, info, meet team leader Refreshments available	PH 1	All Teams
	13:30	Volunteer Welcome	<ul style="list-style-type: none"> <li>· Mark Ellis Welcome and Thank you</li> <li>· Safeguarding (Simon Overend)</li> <li>· Accessibility (Kay Morgan-Gurr)</li> <li>· Health and Safety (Mike Dunn)</li> <li>· Song</li> <li>· Prayer in small groups</li> </ul>	PH 1	All Teams
	14:30	Tech Team Orientation	Meet & Greet as one Tech Team	Green Room	Tech Team
	14:15	Main Tent Team	Rehearsals - Main Tent	Main Tent	Main Tent Tech Team
	14:15	Satellite Venues - Tech Team	Commence Walk round of venues, and individual training for each Venue inc Media Training	Green Rm / PH 1,2,3 / Base Camp / PF Rooms	PMs, DTMS, Hamish Paton & Venue Techs
	14:45	K&Y set up	Work with K&Y teams to set up K&Y / CEI spaces	PF Building	DTMs / K&Y Techs / CEI Tech
	15:00	Programme Meeting	Evening Celebration Planning Team	AB Meeting Rm	Programme Team
	15:30	Evac Pracs	Rolling with Welcome Team and Campus Crew ( Techs just be aware - you respond to these leads in an Evacuation - you may want to note the prac for your space). 14:30 - Packing Halls 14:45 - Pencil Factory 15:00 - BaseCamp 15:15 - Main Tent	Welcome Team & Campus Crew	Welcome Team
	16:00	Accommodation from 4pm...	Move into Accommodation at a suitable time from 4pm. Check with your DTM or PM. Pls Clear bags from Rawnsley Hall before 5pm!	Accomm	ALL Volunteers / Saturday arrivals
	16:30	Main Tent Evac Briefing:	including TECH TEAM	Main Tent	Main Tent Tech
	16:45	Main Tent Evacuation	inc TECH TEAM	Main Tent	Main Tent Tech

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**SCHEDULE: Day 1 Saturday continued...**

Saturday 12 July	16:45	<b>RELAY - Kes Methodist</b>	Orientation & Training - confirm with David Hasson	Keswick Methodist	Paul Deponio & Tech
	17:00	<b>RELAY week 3</b>	Week 3 - only...	Crosthwaite Parish Rooms	Ashley Gibson
	17:00	<b>Accommodation</b>	earlier if possible		
	17:30	<b>Supper</b>		Rawnsley Hall	
	18:15	<b>Tech Checks</b>	Sound Check Presenters	Main Tent	
	18:30	<b>Site Open / BC Open</b>	to Conventioners / Public	Site / BC relay rolling	
	18:30	<b>PH 1,2,3</b>	Live & Rolling	PH 1,2,3	BC Relay Tech
	18:30	<b>Keswick Methodist</b>	DTM & Tech to set up for Relay	Southey Street	DTM & Kes Meth Tech
	18.45	<b>Doors Open</b>	Teams on stand by	Main Tent	
	19:30	<b>Evening Celebration</b>	LIVE	Main Tent	
	19:30	<b>Relays Live</b>	LIVE	Keswick Methodist / Village Space & PH 1,2,3	
	21:10	<b>MEET</b>	Call times for Sunday - from DTMS	Green Room	Tech Team
	22:00	<b>Call Ends</b>			ALL!

Sunday 13 July	09:00	<b>All Age Service</b>	Teams on site & ready for rehearsals	Main Tent & PH 1	Main Tent Tech & BC Tech
	09:30		Rehearsals	Main Tent & PH 1	
	09:30	<b>PF K&amp;Y Tech</b>	K&Y Registration and Teams in spaces - Tech checks & be available.	PF Spaces	PF K&Y Techs
	10:10	<b>Doors Open</b>		Main Tent & PH 1	
	10:30	<b>All Age Service</b>	Starts	Main Tent & PH 1	

**SCHEDULE for the rest of the Event:**

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

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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 use **a Piece of Music or a video**– 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:**

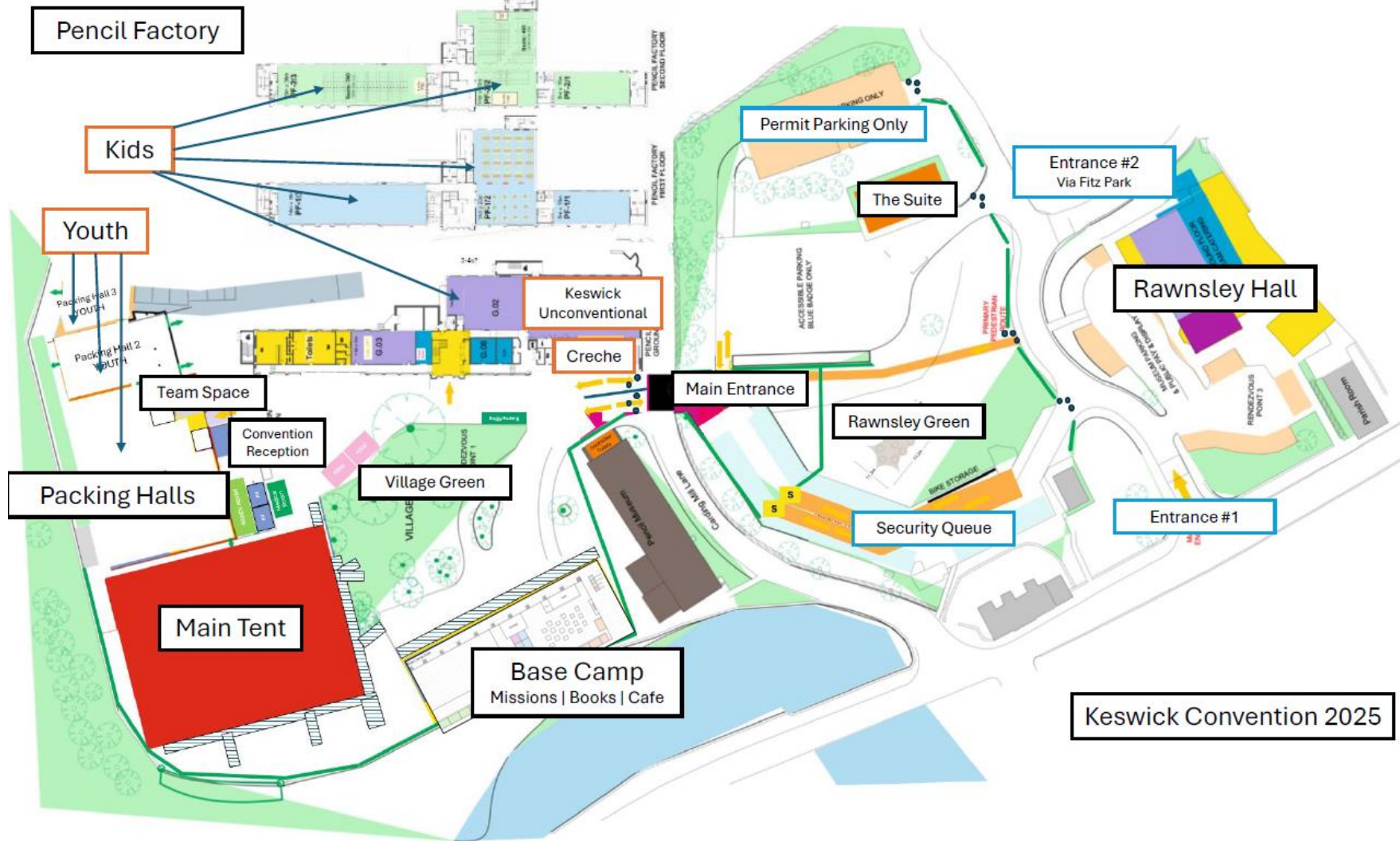
- There are many other sessions taking place during the event – you may be called on by the Convention Producer or Technical Manager(s) to assist with other aspects: moving kits to various places / manning cameras for lunchtime events / setting up PAs for Late Night gigs...
- Be Ready to help / Be Alert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



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**Other docs:**

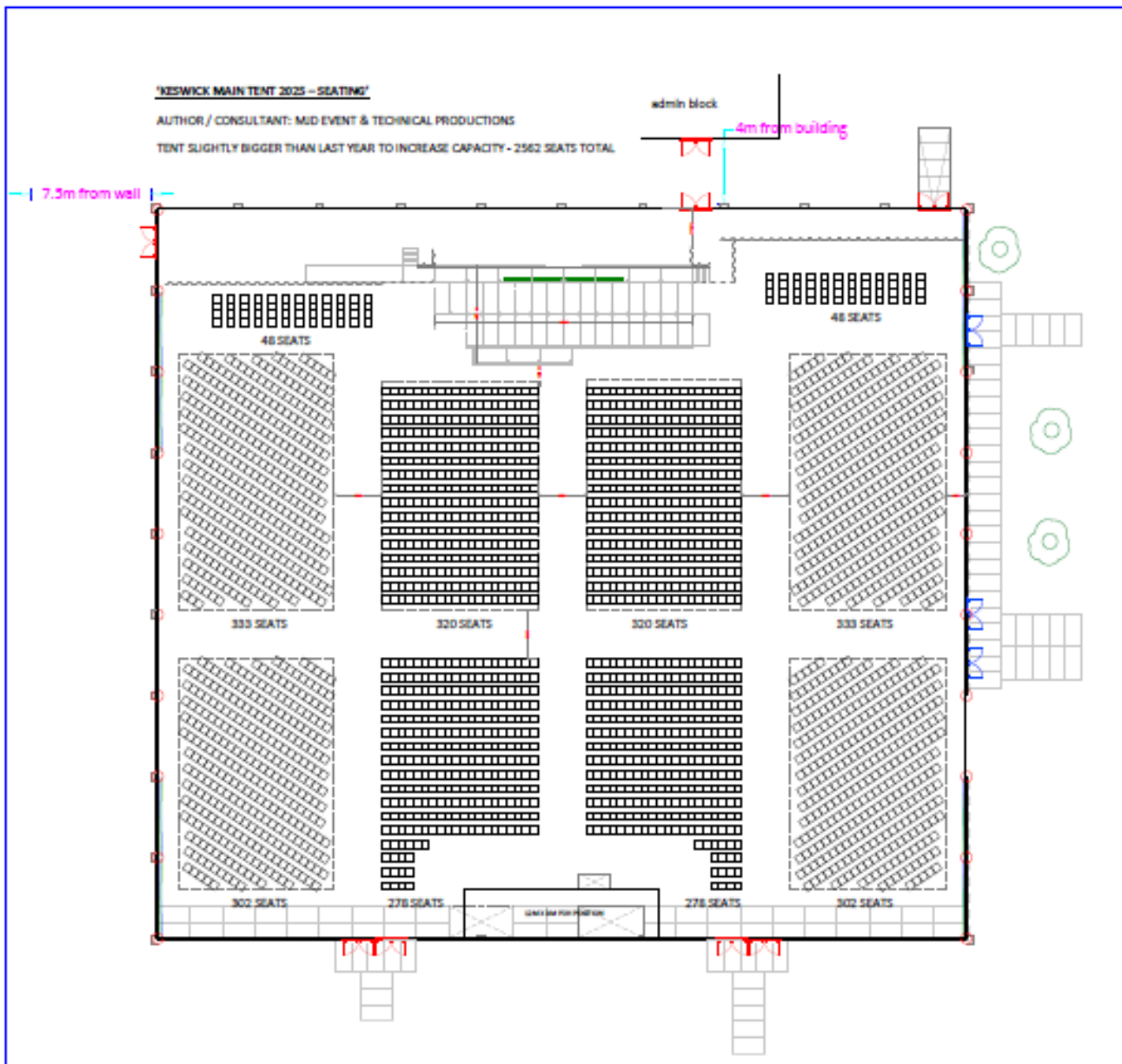
- Site Layout: see other attachment and KM volunteer portal



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**- Main Tent Layout -**

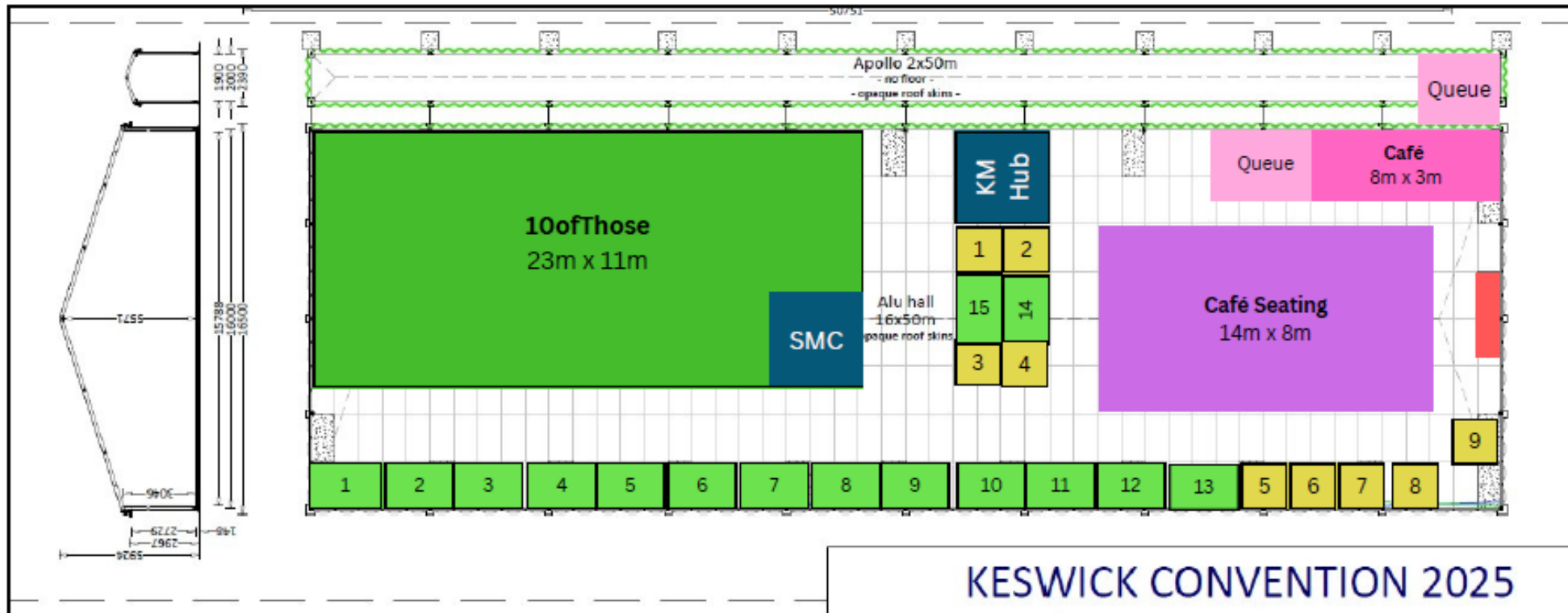




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- Base Camp Layout: below

**Week 1: 15 - 3x2 // 9 - 2x3**



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