PSG Client Event Production Timeline

PLEASE NOTE THE FOLLOWING EVENT TIMELINE DETAILS

Document timeline quicklinks:

---

[12] WEEKS OUT

- **SECURE THE DATE: Event Request - Suggested lead time 2 months**
    - Campus Service Providers & Deadlines: **Service Links | Cedarville University**
    - Cedarville Events Calendar: **Cedarville Events**

[8] WEEKS OUT

- **RESERVE THE EVENT SPACE via Office of Campus Experience.**
    - Reserve the space for ALL phases of the event: i.e., load-in, rehearsals, soundchecks, program, and load-out times, etc. You should coordinate these details with the Office of Campus Experience via their online room reservation form:
        - **https://emsweb.cedarville.edu/EMSWebApp/default.aspx**

- **DETERMINE IF THE EVENT WILL BE LIVESTREAMED and/or MADE AVAILABLE ONLINE POST-EVENT TO VIEW/DOWNLOAD ON-DEMAND.**
    - **This option requires Administrative Cabinet initial approval to proceed & you must also coordinate details with both the Web Team & Marketing Team.**

- **NOTE: Live video streaming will ONLY be confirmed if you obtain ALL copyright permission(s) for EVERY song, image, video or other media displayed or performed in the course of this event.
  - DAILY CHAPEL: The standard expectation is that EVERY chapel service will be livestreamed AND made available online to view/download on-demand via the Chapel Archive. The only exception is Class Chapels. Therefore, ALL content needs to meet the criteria for copyright permissions to cover this use. For example, Chapel Band Leaders only use songs from the current PCO library, etc.
  - Classroom audio/video recordings: These requests may be coordinated directly with the Center for Teaching & Learning (CTL) for fulfillment.

[6] WEEKS OUT [back to top]

- **TICKETED EVENTS**
  - For DMC Chapel ticketed events -- coordinate with PSG regarding any reserved seats needed for the event attendees and/or production needs.
- **PRODUCTION DEFINITIONS "From Rehearsal to Event"**
  - Familiarize yourself with the following document:
    📄 **Production Definitions**

[4] WEEKS OUT [back to top]

- **COMPLETE THE PSG PRODUCTION REQUEST FORM.**
  - Please submit this form at least FOUR (4) WEEKS PRIOR TO YOUR EVENT to assure adequate time for production staffing & equipment planning:
    - **PSG Event Request Form**
  - After we've reviewed your tech needs, we will be in touch to share an initial production cost estimate for your approval & begin the process of planning for your event.
  - ***NOTE: Event Requests received after the 4-week deadline will be assessed a late fee.***
- **APPROVE THE PRODUCTION COST ESTIMATE.**
  - After you receive the PSG Production Cost Estimate, please communicate either your approval to proceed, or any questions regarding budget concerns or adjustments needed, etc.
- **COMPLETE THE EVENT COPYRIGHT REPORT.**

- ○ If your event requires advance copyright permissions for live performance, online streaming (live and/or on-demand), or audio/video recording, you must complete the following "Event Copyright Report Form" 4 weeks prior to your event:
    - https://form.jotform.com/53215078102142
- ● **RESERVE CLASSROOM TECH via A/V SERVICES.**
  - ○ If your event will utilize any audio/video tech built-into a classroom (i.e., tech carts/projection, etc) you need to coordinate those details with the AV Services Office via their online equipment request form:
    - **Service Catalog - Classroom & Labs**

[3] WEEKS OUT [back to top]

- ● **COMMUNICATE THE FOLLOWING DETAILS TO ALL PARTICIPANTS:**
  - ○ What time doors open/soundchecks end on the day of the event.
  - ○ Notify the speaker(s) what time they need to arrive for their mic soundcheck.
  - ○ Notify the band they need to be on stage & set-up, tuned-up and ready to start their soundcheck/rehearsals at the agreed upon time.

[2] WEEKS OUT [back to top]

- ● **FINAL AUDIO NEEDS via PSG INSTRUMENTATION REQUEST FORM**
  - ○ If a band will be performing live music, please submit the following online "Instrumentation Request Form"
    - https://form.jotform.com/93095421705153
- ● **FINAL ORDER OF SERVICE/RUNSHEET including SONGS/SETLIST & SCRIPT (if applicable).**
  - ○ You may share this information via the "PSG Event Media Upload Form"
    - **Event Media Upload | Cedarville University**
  - ○ Daily Chapels use **Planning Center Online (PCO)** for communication of ALL event tech info (runsheet, video/media cues, song structure, etc). Here is the link to the PCO Guide: http://bit.ly/pcoguide
    - **NOTE:** Make sure a song is approved BEFORE you start rehearsing it!
  - ○ If PCO is not used, a shared Google Sheet or Doc is preferred so everyone has access to the most up-to-date version of the event runsheet at all times.

- **NOTE:** You may use the [Google Sheet](#) PSG Event Run Sheet template available within Google Drive (look under the "PSG" heading) to create your runsheet & include all the relevant event details.

- **MAKE ARRANGEMENTS FOR IN-SHOW NEEDS:**
  - I.e., if there will be audience Q&A, make arrangements for Q&A mic runner(s).
  - Provide audio files or Spotify playlist for any walk-in/out music. Here is the best way to do this:
    - For a "playlist" such as walk-in/walk-out music, create a public playlist via your Spotify Premium account and share the playlist URL info with us to playback during the pre/post service segments of your event.
    - If there is a song/sound effect that you want to be played at a certain point in time during the service, the best way is to purchase the song (i.e., via iTunes) so we are able to use the audio file and cue-up the exact timing of playback in the program.

[1] WEEK OUT [back to top]

- **VIDEO CONTENT (i.e., by prior Monday for an upcoming Monday event).**
  - In addition to Video Content, you may submit the event program/order of service, graphics, powerpoint, video(s), song titles with lyrics & structure, event stage layout/setup diagram, pictures or any other files which may help in the planning for your event, via the [PSG Event Media Upload Form](#). NOTE: All videos must be submitted as a file through the PSG upload form. If for some reason this method of delivery does not work, a file sharing link (i.e., Google Drive, Dropbox, OneDrive, etc.) to the file may be shared directly with PSG. Links to video hosting services that do not directly offer a download function (i.e., YouTube) will not be accepted.
  - Guidelines for event video content
    - We recommend videos are high definition (1080P) and formatted for wide screen 16:9. We also recommend high quality audio rather than on board camera microphones.
    - All music beds used in the video must have a royalty-free perpetual license that allows for live/on-demand streaming and download by the public as part of the final product. We have compiled a [list](#) of recommended sites, including both free and paid options. Licenses must be available for verification upon request.

- Guidelines specifically for DAILY CHAPEL Video/Announcements may be found [here](#).
- **Confirm with CAMPUS SAFETY any special arrangements for locking/unlocking facility doors (PSG does not manage building access).**

[3] BUSINESS DAYS OUT [back to top]

- **POWERPOINT, GRAPHICS and LYRICS/SONG STRUCTURE CONTENT (i.e., by Wednesday for an upcoming Monday event).**
  - NOTE: For Powerpoint Presentations, if you need our video crew to advance the slides for you, we must receive a script with highlighted cues for advancing each slide to ensure proper timing within your presentation/program.
    - **[Event Media Upload | Cedarville University](#)**
- **Client-provided MUSIC and/or SOUND EFFECTS for playback pre/in/post-show shared via CD, audio file, or Spotify Playlist URL.**
  - **Walk-in/walk-out music:** Create your playlist using a Spotify Premium account, right-click the playlist and select "Make public" and then share the specific playlist URL with us.
  - **Song(s) and/or sound effects played at a specific point in time during the program:** Purchase the song/sound fx (i.e., iTunes, Amazon Music, etc.) and send the digital song file to us. Be sure to include this information in your program/order-of-service so we can cue the timing of playback to fit your expected program needs.
- **Lyric Checks for Daily Chapel**
  - Three business days before your chapel, you will be emailed a PDF that includes anything you've entered in PCO to display on the screen for your chapel. Please print this PDF, thoroughly look over it, and notate any changes that need to be made using a pen. Bring the notated pages with you to your soundcheck. The graphics operator will meet you on the stage to pick up the pages, and any changes you've made will be entered into the presentation software for chapel that day. Please make changes on paper, do not email changes back.

[1] DAY OUT [back to top]

- **Communicate any final UPDATES or CHANGES & share details via updated copies of the Event Schedule/Runsheet.**
- **DMC Daily Chapel Setup Deadline/Requirements:**

- All university-owned instruments (Grand Piano, Drum Kit, Timpani/Percussion, etc) or other equipment being used must be in place the day prior to your scheduled chapel date. This allows the setup crew to fully prepare the stage and place microphones for those instruments. *NOTE: Please contact PSG to coordinate what specific time of day this needs to be completed to provide the necessary lead-time before the stage setup takes place.*

- Any personally-owned instruments (Acoustic Guitars, Bass Guitars, etc), and instruments unable to be setup the previous day due to rehearsal or schedule conflicts must be in place by 8:30am to allow time for proper mic placement and line-checks. *NOTE: PSG should be notified in advance of anything that will be brought in the morning of your scheduled chapel date.*

DAY-of-EVENT [back to top]

- **Check-in with PSG staff on-site & confirm participants are ready to start the following on-time:**
  - Lyric Checks (if applicable) - **DAILY CHAPEL lyric checks start at 8:40am
  - Band Soundchecks (if applicable) - **DAILY CHAPEL soundchecks start at 8:50am
  - Speaker/Mic Soundchecks - **DAILY CHAPEL mic checks start at 9:30am
  - Video Playback Checks (if applicable)
  - Doors Open - **DAILY CHAPEL doors open at 9:40am
  - Event Start - **DAILY CHAPEL may not include any speaking or singing prior to 10am in order to avoid confusion regarding the actual start of the chapel service.
  - Event End
- **Confirm band members to remove their gear & instruments and/or Client to remove/strike any tables, chairs, set-pieces, etc.**

POST-EVENT [back to top]

- **PSG CUSTOMER SATISFACTION SURVEY.**
  - https://form.jotform.com/200864346312147

Please let me know if you have any questions or comments!

John Wambold
Assistant Director for Production Services
Student Life and Christian Ministries Division
Cedarville University
O: 937-766-3239

PRODUCTION SERVICES

UPDATED: Sep 5, 2025