



Production Volunteer Onboarding

Step 1 Call Volunteer with a follow up email

- *Cover rehearsal and Sunday call time*
- *Where to enter in building*
- *Point of contact name email and phone number*
- *Link with all resources to help the volunteer*
 - *Planning Center App*
 - *About Production*

Step 1.1 Follow email should include the following

- *Times of rehearsal and Sunday call time*
- *Where to enter in building*
- *Point of contact name email and phone number*
- *Link with all resources to help the volunteer*
 - *Planning Center App*
 - *About BayPro*

Step 2 First Meeting & Go over Expectation

- Go over the expectations of production
- Take them on a tour and have them meet the team
- Then bring them to the position they will be starting in Pro P, A2, Cameras, Lights, Stage Manager.

Step 2.1 After Rehearsal

- Team Lead follow up meeting after practice to see how they are feeling and to go over next steps
- Email them the day after saying how great it is that they are becoming a part of the team.

Volunteer Retention / Training Process

- Week two have them perform the position during practice
- Week three have them perform during practice and final run through
- Week four have them perform during practice and final run through you should be looking to approve them for Sunday.

Team Care Requirements:

- Meet with volunteer once a week (of same sex)
- Empower high level volunteer to meet with a volunteer
- Quarterly Production Event (Movie Night, Game Night, etc.)



Email one:

Hey, [First Name]!

It was great to connect with you today. I appreciate you taking the time to chat with me. [Personal Connection Point]. I've included the information that we talked about below so that you're able to reference it later!

Rehearsal on Thursday night starts at 6PM. We start out the night in the Production Suite. You can enter the building through the door by the loading dock. Once you enter the door, take a right and the Production Suite is the first door on the left.

Church Address:

Your point of contact for the [Ministry Name] team is [Ministry Leader]. [His/Her] number is [contact phone number] and email is [email address]. I've included [him/her] in this email as [he/she] is who you'll meet with once you arrive on campus Thursday night. Feel free to reach out to either of us if you have any questions before then!

Also, keep an eye out for an email from Planning Center to create your account. This is the platform that we use to schedule and communicate with volunteers.

I'm excited to meet you and have you as part of our team. Looking forward to building the Kingdom together!

Email Two:

Hi, [First Name]!

I hope your week is going well. I wanted to check in with you and confirm that you're still planning on joining us Thursday night. We'd love to have you there if you're still able to make it.

Looking forward to hearing from you!