

Schedules

Friday logistics, Saturday installation and pioneer meeting, and Sunday assignments and cues.

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Event overview and key times

Welcome, and thank you for helping with the A/V work for our assembly.

Venue: Imperial World Samrong, Samut Prakan — 6th floor

Assembly: Sunday, 11 October 2026

Setup: Saturday, 10 October 2026

Contacts: JP Bourgeois, A/V overseer · Alex Li, audio overseer · Jeff Korell, stage overseer

Emergency: 093-019-4124 — Bo Nielsen, assembly overseer

When	What is planned
Friday 9 October, 16:30	Safety briefing at the venue (6th floor), led by Trucking; time tentative.
Friday, 16:45	Kingdom Hall truck delivery. Help move the equipment to the 6th-floor hall.
Friday, 17:45	Bethel (LBD) A/V truck delivery.
Saturday 10 October, 08:00	Safety talk and prayer inside the venue, led by JP. Then the five teams begin setup.
Saturday, by 12:00	Target for setup to be finished so Alex can commission and test the sound system.
Saturday 10 October, 14:00	Walk-throughs for the first session, second session, and pioneer meeting A/V and Stage, led by JP.
Saturday, 15:00	Special meeting with pioneers. See the pioneer meeting page .
Sunday 11 October — walk-throughs	Morning session starts at 08:10 ; afternoon session starts at 08:25 . Led by JP.
Sunday 11 October, 09:40 / 13:20	Morning / afternoon music begins. See Sunday assignments and cues .
Sunday, after the program	Note the actual end time. The teardown safety meeting and prayer begins 30 minutes later. Wait for that meeting before dismantling.

Your keyman or overseer will confirm your reporting time.

Still to be confirmed: Friday crew, Friday safety-briefing time, Sunday reporting time, Sunday teardown meeting leader, packing area, and return truck time.

Useful links: [Shared crew folder](#) · [Live roster](#) · [CABR-2026 schematics](#) · [S-343 Stage Layout](#)

Note:

The roster's April schedule tab belongs to an earlier event. Please use the times in this book.

Saturday pioneer meeting — 15:00

Special meeting with pioneers: Saturday, 10 October 2026 at 15:00, at the same venue.
Theme: “Enrich Your Ministry by Setting Goals!” — Proverbs 4:25

Stage Layout (S-343)

[PDF — open / download copy](#)

[DOCX — open / download copy](#)

PDF updated from the DOCX on 7 October 2026.

We aim to finish installation by 12:00. Alex will then commission the audio system, adjust the venue wireless microphones, and test the media and projector connection.

Audio

Position	Assigned person
Mixer operator	Marcel Lewandowski
Mixer assistant	Adam Brier
Media operator	Mike Mundell

Stage

Position	Assigned person
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Chairman side mic (Stage right)	Josh Norton
Chairman side headset (Stage right)	Josh Norton
Participant side mic (Stage left)	Gerald Berard
Participant side headset (Stage left)	Corey DeLoach
Audience participation mic runner	Ruben Martinez and Jeff Korell

Before the meeting: Everyone assigned above should attend the walk-through. Test the microphones from the actual speaking positions and listen from different parts of the seating area.

The venue is lending at least two wireless microphones. The A/V Booth team will collect them before commissioning. They are sensitive, so Alex will carefully adjust them before use.

Walk-through: Saturday, 10 October at **14:00**, led by JP. Reporting time, if different, will be confirmed by your keyman or overseer.

Sunday program assignments and A/V cues

Stage Layout (S-343)

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PDF updated from the DOCX on 7 October 2026.

The [live roster](#) is the assignment source.

Audio

Position	Morning	Afternoon
Mixer operator	Ronan Gav Budd	Kassander Jensen
Mixer assistant	Adam Brier	Mike Mundell
Media operator	Marcel Lewandowski	Yuri Chaplygin
Backup	Dern	Lacey Cox

Stage

Position	Morning	Afternoon
Stage key man	Jason Kirby	Matthew Chappelle

Position	Morning	Afternoon
Chairman side mic (Stage right)	Gerald Berard	Corey DeLoach
Chairman side headset (Stage right)	Jason Kirby	Matthew Chappelle
Participant side mic (Stage left)	Ruben Martinez	Josh Norton
Participant side headset (Stage left)	Mike Vigil	Jeff Korell

Before the walk-throughs: The Stage team, mixer operator assistant, and media operator should review the Stage Layout (S-343) above. The AV overseer and his assistants should also be familiar with it.

Walk-throughs (led by JP): Saturday, 10 October — first session, second session, and pioneer meeting at **14:00**. Sunday, 11 October — morning-session walk-through starts at **08:10**; afternoon-session walk-through starts at **08:25**. Sunday arrival/reporting time is still to be confirmed.

What each A/V role does

- **Mixer operator (CO-160 2:15):** Controls microphone and media levels and listens for feedback or other problems.
- **Mixer assistant (CO-160 2:16):** Follows the program, warns the mixer operator about the next change, and helps communicate instructions.
- **Media operator (CO-160 4:26):** Runs only the approved media and keeps the second computer ready as backup.
- **Audio backup (CO-160 2:15-16):** Knows the setup and can step in if someone needs help or cannot continue.
- **Stage team (CO-160 3:3-4; Appendix F):** Places microphones, gives participants the required reminders, and follows the agreed stage cues.

Main program cues

Printed time	Item	A/V preparation
09:40	Morning music	Start the approved music and check the playback level.
09:50	Song 7 and prayer	Follow the chairman and the actual stage cue.
10:55	Song 37 and announcements	Prepare the approved media and the next microphone position.

11:35	Baptism talk	Confirm microphone needs and baptism-area arrangements with Jeff.
12:05	Song 38, then lunch	Mute program microphones and display the agreed theme artwork.
13:20	Afternoon music	Start the approved music.
13:35	Experiences	Stage and mixer confirm the participant microphones.
14:15	Symposium	Prepare the speaker and stage microphone changes.
15:00	Song 88 and announcements	Follow the actual cues.
15:55	Song 161 and prayer	The program ends after the song and prayer. Note the actual end time.

Display the theme artwork before each session, during lunch, and for about 30 minutes after the program. Before the chairman begins, play only the approved music; do not make announcements over the system unless there is an emergency.

Before attendees are admitted, test both media computers, all microphones, every loudspeaker, and the venue projector link. The mixer operator and Alex should listen from several seating areas and agree on what to do if a microphone, computer, or other part fails.

After the final prayer, wait for the teardown safety meeting and prayer 30 minutes after the actual end. Let the audience leave before lowering speakers or pulling cables.