**Billye Brim Ministries**

**2010 Annual Prayer Conference**

**October 28 – November 1, 2010**

**Branson Convention Center**

**Conference Schedule:**

**Note: All times are approximate and will vary.**

**Set-up:**

**Friday, 10/22:**

Tech department tears down computers, cameras, etc. at Prayer Mtn and loads van.

**Monday, 10/25:**

1. 9:00am – BBM staff loads truck at Prayer Mtn. Once loaded, the truck will be driven to the Hilton by Paul and unloading begun.
2. 9:00am – Downhome Productions unloads & sets up stage in Hilton meeting hall.
3. 11:30am (approx.) – Bartlesville truck arrives at Hilton – BBM staff unloads & begins setup in Taneycomo Ballroom B.
4. 1:00pm or ? – KCM trucks - unloading will begin when KCM personnel arrive and the forklift is available.
5. Time? – Terri Canino arrives with décor (she has arranged help for unloading.)
6. 2:00pm – Ron & Terri Chapman & volunteers begin packet assembly for registration tables – Taneycomo Ballroom A.

**Tuesday, 10/26**:

1. 8:00am-5:00pm – Set-up in meeting hall – Rigging, truss, drapery, audio & video equipment, etc.
	1. KCM staff
	2. BBM personnel
	3. Liberty - 4 riggers
	4. Liberty - drapery setup (after rigging & truss are complete)
	5. Downhome - 8 stagehands (report to Tim Page of KCM for work assignments.)
2. 1:00pm – Video taping for announcements – Terri Canino, Randy Lofland, Lynn & Candace Brim

**Wednesday, 10/27**:

1. 8:00am–11:00am – Set-up in meeting hall continues and resumes after noon webcast (if needed.)
	1. KCM staff
	2. BBM personnel
	3. Liberty - 2 riggers (only if needed)
	4. Liberty – chair setup

**Conference:**

**Wednesday, 10/27**:

1. 12:00-1:00pm - Noon Prayer webcast in meeting hall
2. 7:00-9:00pm (approx.) - Pre-conference Prayer service in meeting hall

**Thursday, 10/28, Friday, 10/29 & Saturday, 10/30**: Conference sessions

1. 9:00am-12:00pm
2. 7:00-10:00pm

**Sunday, 10/31**: Conference sessions

1. 9:30am-1:00pm
2. 6:30-10:00pm

**Tear-Down:**

**Sunday, 10/31**:

1. Tear-down of KCM & BBM equipment begins when evening session ends and continues until all is packed up and loaded onto the trucks.
2. Note: the trusses will be lowered for the removal of the lights, backgrounds, projectors, etc. and will be disassembled but the staging and drapery provided by Downhome and Liberty will not be disassembled until Monday AM.

**Monday, 11/1**:

1. BBM truck will be driven to Prayer Mountain and unloaded after the tent meeting.
2. 9:00am-completion – Vendors for Staging (Downhome) and Drapery (Liberty) will tear-down and load-up their equipment at the Hilton.

**Tent Mtg:**

**Sunday, 10/31:**

1. Time? – KCM designated Tent Meeting staff (names?) will transport their audio equipment on the BBM provided lift-gate truck to Prayer Mountain and set-up.
2. Need information on additional staff or volunteers needed (if any.)

**Monday, 11/1:**

1. 9:00am – KCM audio personnel & Homestead Pickers band sound check & rehearsal.
2. 10:00am-2:00pm (approx.) – Tent meeting on Prayer Mountain

(Randy & BBM staff to record the video for this meeting with BBM equipment.)

1. Tear-down of audio & video equipment to begin when meeting is concluded. Personnel needed to assist and load KCM Audio equipment - #?
2. Volunteers needed to stack chairs. Stage and tent will be removed by the rental company later in the week.
3. BBM truck unloaded to admin. & storage buildings.

**Meeting Room Equipment & Vendors**

**Staging** (Downhome Productions will set-up Monday):

Main Stage - 40’ x 28’ x 4’ – No carpet, no railing

Wing Section - 8’x12’x4’ – No carpet, no railing

Stairs – (3) 4’ rise with hand rails

Stage skirting – partial (only on sides)

Camera Risers – (2) 4’x8’x4’ with carpet & skirting, no railing

Labor – Stage & riser set-up & tear-down – 10/25 & 11/1

**Truss** (In-house Vendor-Liberty):

Stage Grid – (16) 12x12x10, (6) 12x12 Corner blocks

FOH Truss – (4) 16x16x10

Back Drop Truss – (8) 12x18x10

2 Side Fill Truss – (2) 12x12x10

**Rigging** (In-house Vendor-Liberty):

Chain Hoists for Trusses - 32

Rigging Attachments - 32 points

Rigging Labor - 4 Riggers @ approx. 12 hours each (Repelling not allowed-will use rented boom lifts.)

Rigging Schedule – Set-up - 10/26 – (4) 8:00am-5:00pm

 Tear-down – 10/31 – (2) 10:30pm-?

**Electrical Power Service** (In-house Vendor-Liberty):

100A 3 Phase

200A 3 Phase

20A 110V – as used

Electrician Labor – approx. 2 hours – 10/26-9:00am, 10/31-10:30pm

**Drapery:** (In-house Vendor-Liberty):

360’ – 16’ high Black Velour pipe & drape – side & backstage masking – includes labor for set-up, 10/26 & tear-down, 11/1

**Additional Labor:** (Downhome Productions):

(4) Electrical/Lighting Hands

(2) Video Hands (hang screens, projectors, etc.)

(2) Stage Hands (hang logo, background, pipe/drape, etc.)

Schedule (approx): Set-up, 10/26 – 8:00am-5:00pm

Tear-down, 10/31 – 10:30pm-2:00am (approx.)

**Equipment Rental:**

1 – Industrial Forklift – Week – 10/25-11/1 (RSC will deliver 10/25 at 8:00am)

1 - 65’ Boom Lift – Week – 10/26-11/1 (Liberty)

Scissor Lift (In-House) – only if needed

**Meeting Room Equipment Provided by KCM:**

All Audio, Video, and Lighting equipment and cabling

Stage carpeting – 40’x28’ Main, 8’x12’ Wing, 40’x12’ Down Stage Floor – Cobalt Blue w/Gold trim

Front of stage skirting – 40’x4’ – Cobalt Blue

Front of stage stairs – 8’ wide, Cobalt Blue

Curtains for backdrop – Blue, dimensions?

Pipe & drape - sides of stage – Black – 8’x?

Pipe & drape – speakers room – Black – 8’x?

Pipe & drape - sound & lighting booth - Black – 8’x?

Stairs for camera risers – (2) 3’ rise

Truss for Projectors & screens – (2) T assemblies (10-10’ sections)

(2) Projectors & screens are rented locally by KCM (Southwest Audio)

**Meeting Room Equipment Provided by BBM:**

4 wireless mics – 2 handheld, 1 headset, 1 lapel

Wood edging for stage – Terri C.

Prayer tower logo

Fall woods scene background -6 strips

Stage furniture and décor

Acrylic podium

Speaker room furniture and décor

2 Flat screen TVs for sides of stage

Streaming server

Master DV Cam tapes, CDs & DVDs