

# Christian Congregation of Jehovah's Witnesses

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May 1, 2016

TO ALL CONVENTION COMMITTEES

Re: Convention Audio/Video Department

Dear Brothers:

As mentioned in the March 6, 2016, letter to all Convention Committees regarding the *Convention Sign Request*, the Platform Department and the Sound Department have been combined and will now be called the Audio/Video (AV) Department. At this time we are pleased to provide further information and direction regarding the functioning of this department. In due course, this information will be included in *Convention Organization Guidelines* (CO-1).

The AV overseer works under the direction of the program overseer and works closely with the convention chairman. The AV Department should be divided into three crews: audio, platform, and video. Each crew will be assigned an overseer, and each overseer will serve as an assistant to the AV overseer. If the program is streamed to or from other venues, an information technology (IT) crew will be set up, which will also come under the oversight of the AV overseer. More information regarding the IT crew will be provided by the branch office as the need arises. Only qualified elders or ministerial servants should be assigned to operate audio, IT, and video equipment.

The AV overseer coordinates the efforts of each crew under his direction so that a high-quality program is presented. He also ensures that each crew adheres to direction from the branch office. Prior to the convention, the program overseer will provide the AV overseer with the *Convention Platform Layout* (CO-13) form. This should be distributed to each crew overseer and reviewed so that all have a thorough understanding of the flow of the program. Representatives of the audio, video, and platform crews should be present when the chairman conducts program walk-throughs. The program overseer, the AV overseer, and selected brothers from the AV Department need to attend the final drama rehearsal only.

Good-quality audio and video transmission throughout all the seating areas is vital in order for the audience to understand and benefit from the spiritual program. Although the overseers of the crews may be more familiar with the technical aspects of the work than are the program and AV overseers, all should maintain good communication to ensure that any major decisions have the approval of the Convention Committee. When there are multiple conventions in the same facility, the AV overseers, the assistant overseers, and the technicians of the various conventions should share technical information with each other, including the optimum equipment settings for the facility.

All audio and video files needed for the program will be posted on [jw.org](http://jw.org) for use by the chairman, the program overseer, and the AV overseer. These files should not be altered without permission from the branch office. At the conclusion of the convention, all such files should be deleted.

**Audio:** The program overseer, the AV overseer, and members of the audio crew should regularly evaluate the audio quality by sitting in different locations to listen to the program. Sound-pressure-level meters are useful, but they only measure the audio level. Intelligibility is best detected by the human ear. Music and speech should be equalized separately so that the quality of musical and drama presentations is maintained.

It is generally best for the audio mixer and related equipment to be located in the general seating area, rather than at the edge of the stage. This allows the brothers operating the equipment to see the stage and hear the program as the audience does. However, so as not to create a distraction, only the brothers assigned to operate the equipment should be at that location.

By the end of the move-in day, all audio equipment should be installed, tested, balanced, and checked for proper coverage so that there will be good audio from the start of the convention. Except in cases of emergency, nothing should be broadcast over the audio system before the chairman's introductory comments.

Audio quality may be affected by a malfunctioning house audio system or by facility problems, such as buzzing light ballasts or transformers. It is preferable to try to correct such problems before requesting or installing additional equipment. With the approval of the Convention Desk in the Service Department, the Convention Committee may approach the facility management through the contract representative to request that they repair or allow us to repair such equipment well in advance of the convention.

If necessary, a brother from the audio crew should be present at the Bethel meeting and the meeting for the School for Kingdom Evangelizers.

**Platform:** All brothers assigned to work on the platform must be elders or ministerial servants who are exemplary in their conduct, dress, and grooming. Brothers assigned to adjust the microphones should be trained by the audio crew in advance.

**Video:** The program overseer, the AV overseer, and members of the video crew should regularly evaluate the video quality by watching the camera framing, angles, and transitions during the program.

In most cases, the video crew should play the music and dramas. The video crew must communicate very well with the audio crew to make sure the audio is turned up so as not to miss any of the program. A second recording should be running slightly behind the first, ready to be patched in if necessary.

It is generally best for the video equipment to be located in an area where it will not draw attention or allow releases to be viewed on the preview monitor by persons in the general seating area prior to the release. The video equipment should be close enough to allow the video crew access to the audio, IT, and platform crews.

By the end of the move-in day, all video equipment should be installed, tested, and color-balanced. The overseer of the video crew should verify that he has all the video files before coming to the convention. In addition, the video files should be played and it should be verified that they are compatible with all systems transporting the signal and can be displayed on all displays. All video files should be verified to make sure the proper files are on hand before the session in which they will be shown. While verifying and testing, care must be taken not to display a video to those outside the crew.

**Equipment:** The branch office will contact the program overseer of the first convention held at a facility about the audio, IT, and video equipment needs for the convention(s). Any re-design of convention audio, IT, and video systems must be reviewed and approved by the branch office.

The branch office maintains an inventory of audio, IT, and video equipment and ships equipment to the conventions each year. Audio, IT, and video equipment may be forwarded from one convention to another convention and then be returned to the branch office or stored locally.

Audio, IT, radio, telephone, or video equipment should not be rented or purchased without the approval of the branch office. At times, such equipment as microphones and microphone stands can be borrowed from Kingdom Halls, Assembly Halls, or other local sources. The AV overseer should ensure that AV equipment is secure at all times, especially overnight and between conventions.—See *Convention Organization Guidelines* (CO-1), chapter 3, paragraphs 19-20.

Although we do not generally install corridor audio and video equipment, if there is pre-installed corridor audio and video equipment in the facility, it may be used for volunteers in departments located outside the general seating area. In some cases, the FM transmission for the hearing-impaired may be sufficient for these departments to receive the program through an FM radio.

**FM Transmission for Hearing-Impaired:** The branch office sends FM transmitters to each convention so that the program can be broadcasted for the benefit of those who are hearing-impaired. *Our Kingdom Ministry* encourages such ones to bring a small FM radio and earphones to the convention. The AV Department should provide the convention chairman with the FM frequency(ies) that will be used, and these should be announced in the session chairman's introductions.

**Recording and Broadcasting:** Recording devices used by those in attendance should not be connected to the audio or video systems. Any requests for AM or FM broadcasting beyond what has been previously described should be submitted to the Convention Desk in the Service Department.

If the branch office does not provide a video recording of the program in the target language of the convention for playback on [stream.jw.org](http://stream.jw.org), an official recording of the program should be made available to all assigned congregations for the use of those with limiting circumstances. If an MPEG-4 video recorder is available, an MP4 recording of the program should be provided. However, if this is not available, an audio MP3 recording should be provided instead.

It is not necessary to split each talk of the program into an individually named track. It is acceptable to have two files per day, one for the morning session and one for the afternoon session. At the end of the convention, the files can be distributed to the congregations by means of a secure Internet storage service, such as Dropbox, or by means of copying the files to the personal USB flash drives of authorized individuals.

**Audio, IT, and Video Problems:** All problems or questions related to audio, IT, or video issues should be promptly directed to the branch office by means of a phone call from a member of the Convention Committee, preferably the program overseer. The AV overseer and the appropriate crew overseer should be present on the line with him.

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We take this opportunity to send our warm Christian love and greetings. Thank you for your support of these recent adjustments.

Your brothers,  
*Christian Congregation  
of Jehovah's Witnesses*

c: Convention chairman