

# Beech Springs Church

## Video Coordinator

### Task List

| Task                                                                    | Meeting Date | Meeting Time | Task Start Date | Task End Date | Page# |
|-------------------------------------------------------------------------|--------------|--------------|-----------------|---------------|-------|
| <b>MEETING:</b> Design/Video/Website/Social Media Coordinators Training | TBD          |              |                 |               |       |
| <b>MEETING:</b> Leadership Team Training #1                             | 9/29/26      | 7:00PM       |                 |               |       |
| Contact Impact Stewardship to Begin Coordinating the Video Production   |              |              | 9/30/26         | 10/2/26       | 2     |
| Establish a Production Schedule and Build Team (if necessary)           |              |              | 10/6/26         | 10/13/26      | 6     |
| Schedule and Prepare for Video Shoot                                    |              |              | 10/6/26         | 10/13/26      | 3 - 5 |
| <b>MEETING:</b> Leadership Team Training #2                             | 10/20/26     | 7:00PM       |                 |               |       |
| Reserve Any Special Audio/Visual Equipment Needed to Show Videos        |              |              | 10/25/26        | 11/6/26       | 7     |
| Distribute Online Access Links to Vision Video                          |              |              | 11/1/26         | 11/7/26       | 7     |
| <b>Event:</b> Vision Sunday                                             |              |              | 11/8/26         | 11/8/26       |       |
| <b>Event:</b> Early Commitment Dinner                                   |              |              | 11/19/26        | 11/19/26      |       |
| Distribute Online Access Links to Commitment Video                      |              |              | 11/22/26        | 11/27/26      | 7     |
| <b>Event:</b> Commitment Day                                            |              |              | 12/6/26         | 12/6/26       |       |
| <b>Event:</b> Celebration Sunday                                        |              |              | 12/20/26        | 12/20/26      |       |