

SEE JESUS CAMPAIGN TESTIMONY BOOTH SOP

WEEKLY PROCESS

1. **Charge the iPhone:** Fully charge before Sunday services. Best practice: charge during the day Friday, then power off once fully charged and leave it off until Sunday morning.
2. **Install in the booth:** Mount the iPhone in the booth using the MagStand.
3. **Staff the booth during transitions:** A volunteer should be present during service transition times. Campuses may choose to remove the iPhone from the stand and limit recording to before/after service — timing is at each campus's discretion.
4. **Sign the waiver:** Guests sign a physical waiver before recording.
5. **Record using Guided Access:** Guests enter the booth with Guided Access already activated on the device. Watch this short walkthrough: youtu.be/NOCzui-xZlw. Questions about Guided Access? Contact Ryan Stiteler — ryanstiteler@woodsidebible.org / 248-224-2165.
6. **Secure the device after services:** Once all services have ended for the day, store the iPhone in a locked office.
7. **Transfer footage (Monday):** Connect the iPhone to your laptop and open Dropbox. Each campus has its own Dropbox folder, accessible via the buttons at woodsidebible.org/iphone. Your team is responsible for moving video files from the iPhone into your campus folder. Questions on Dropbox? Contact Jennifer Govan — jennifergovan@woodsidebible.org.
8. **Confirm and clear storage:** Once all files are moved, email Jennifer Govan to confirm the transfer. After Comms confirms the files are accessible in Dropbox, delete the original files from the iPhone.

This process keeps every booth iPhone charged, available, and stocked with enough free storage to capture every testimony recorded over the course of the campaign.

AFTER THE SERIES

After the 7-week See Jesus series, the iPhone and MagStand will belong to your campus. Our hope is that they'll serve as a photo/video camera for your own events and services going forward. Questions about device access or usage? Contact Ryan Stiteler — ryanstiteler@woodsidebible.org.

We appreciate all of you — here's to a great campaign!