

- 1. Plan ahead.** The Chapel Coordination Request Form (CCRF) requires the student acting as the chapel coordinator to meet and gain approval signatures from three departments on the DTS campus (see below for locations and contact information). The completed CCRF, with all three signatures, is due back to the Chaplain's office the Wednesday of the week PRIOR to the week of the chapel you are coordinating.
- 2. Fill out a CCRF.** Get a CCRF from the Chaplain's office or online. To find the form online, go to *campus.dts.edu*. Log in as *student* or *staff*. As a student, go to GENERAL INFO>FORMS AND INFORMATION>STUDENT LIFE. As staff, go to DTS INFO>FORMS AND INFORMATION>STUDENT LIFE.
- 3.** Take the CCRF to the **Chaplain's Office** for review and initial approval. If you plan to have PowerPoint slides as part of the chapel service, you do not need to have them completed in order to obtain signatures on the CCRF.
- 4.** Take the CCRF to **Media Support** to discuss audio/visual needs for the chapel service and to obtain a signature of approval.
- 5.** Take the CCRF (with the completed Lamb Auditorium Stage Diagram) to **Event Services** to discuss the stage setup and to obtain a signature of approval.
- 6.** Submit the completed CCRF to the **Chaplain's Office** to obtain a signature of final approval. The Chaplain's office will distribute the final version of the CCRF (and Lamb Auditorium Stage Diagram) to the Media Services and Event Services departments.
- 7. PowerPoint slides and other media** need to be emailed or delivered to mediasupport@dts.edu and chapel@dts.edu prior to the day of the chapel service you are coordinating.
- 8.** Plan to be in Lamb Auditorium at 9:50 a.m. for a rehearsal of the chapel service and to answer any final questions from DTS staff.

DTS department locations and contact information

Chaplain's Office

3rd floor Walvoord
chapel@dts.edu
214-887-5363

Media Support

Basement of Todd Academic
Center
mediasupport@dts.edu
214-887-5340

Event Services

Mitchell Ministries Center
eventservices@dts.edu
214-887-5160 or
214-887-5161