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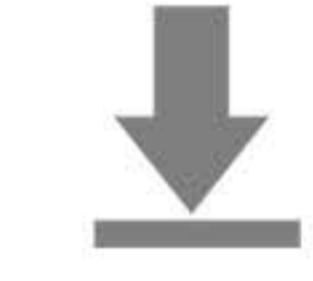




# Global Emergency Relief Aid for Pastors in Dire Need

**Toolkit**  
...how to participate  
[icm.ngo/pastorsrelief](http://icm.ngo/pastorsrelief)



# What to do?

Here are few easy steps on how your Church/Zone/ Ministry Center can organize The Global Emergency Relief Aid for Pastors in Dire Need.

-  **Inaugurate a Committee**  
Inaugurate your Church/ Zone / Ministry Center Global Emergency Relief for Pastors in Dire Need Committee.
-  **Identify and Enlist**  
Identify and Enlist Pastors from your preferred locations or catchments as Beneficiaries of The Global Emergency Relief for Pastors in Dire Need. **LOG ON TO:** [icm.ngo/pastorsrelief](http://icm.ngo/pastorsrelief)
-  **Choose Date & Register your Event**  
Select Preferred Dates between May 25 - June 5 and Register your events on the portal including dates of presentation of Relief Packages.
-  **Download**  
Download The Global Emergency Relief for Pastors in Dire Need Tool-kits on the portal. Toolkit includes: Guideline, Promo link, Photo Guide, Video Recording Guide and Graphics Pack (banner, t-shirt & face cap, food packaging designs and more).  
Click this link to download <https://bit.ly/3c5mitm>
-  **Procure Food Commodities**  
Make Procurement of food commodities and other supplies. Package Relief Materials. Ensure packages are well branded as shown.
-  **Presentation of Relief Packages**  
Presentation of Relief Packages should be done in your choice of venue(s) with a backdrop of The Global Emergency Relief for Pastors in Dire Need banner.
-  **Make a Recording**  
Take excellent photographs and video recordings that capture all aspects of the event.
-  **Uploads**  
Compile Photographs in a PDF photo book format and video edit and upload on [icm.ngo/pastorsrelief](http://icm.ngo/pastorsrelief)

It's that simple!

view overleaf for video and photography guides



## Preamble

Sequel to the man of God's [Rev. Dr. Chris Oyakhilome] instruction during the day 6 of the phase 6 ongoing YourLoveworld to send relief items to Pastor's in Dire Need and their families, working with our esteemed Pastors all over the ministry, we will be doing this on a global scale to achieve the desired result.

## General

- Avoid shaky shots as much as possible. Remember every shot is important.
- Irrespective of the range of the camera you are using, we recommend that you use the right filter indoor and outdoor as the case may be. We trust your professionalism.
- It is advisable that several shots of the listed shots taken so there will be varieties of shot to choose from during post-production.
- Ensure you use an HD Camera with resolution 1080 x 1440 and aspect ratio 16:9.
- In cases were you don't have a camera, kindly use a smart phone with good camera and record on landscape, not portrait.
- For still photograph please snap at large image size and use a minimum of 360 DPI.

## Please Note

For productions such as this, which will be two in [2] phases [**Collection and distribution**], at least two [2] cameramen is the minimum.

### ● Food Collection

This is the **phase one** [1] where brethren and donors bring relief items to a central location designated by the Zonal or Regional Pastor. At this stage all the activities should be covered which may include but not limited to brethren and donors bringing food in, vehicles or truck driving in and offloading of relief items.

In covering this phase of the event, one cameraman is stationed and focused on the activities at the center [bringing in and receiving of food items] and will also act as the master, while the other cameraman will rove to catch reaction and other side attractions.

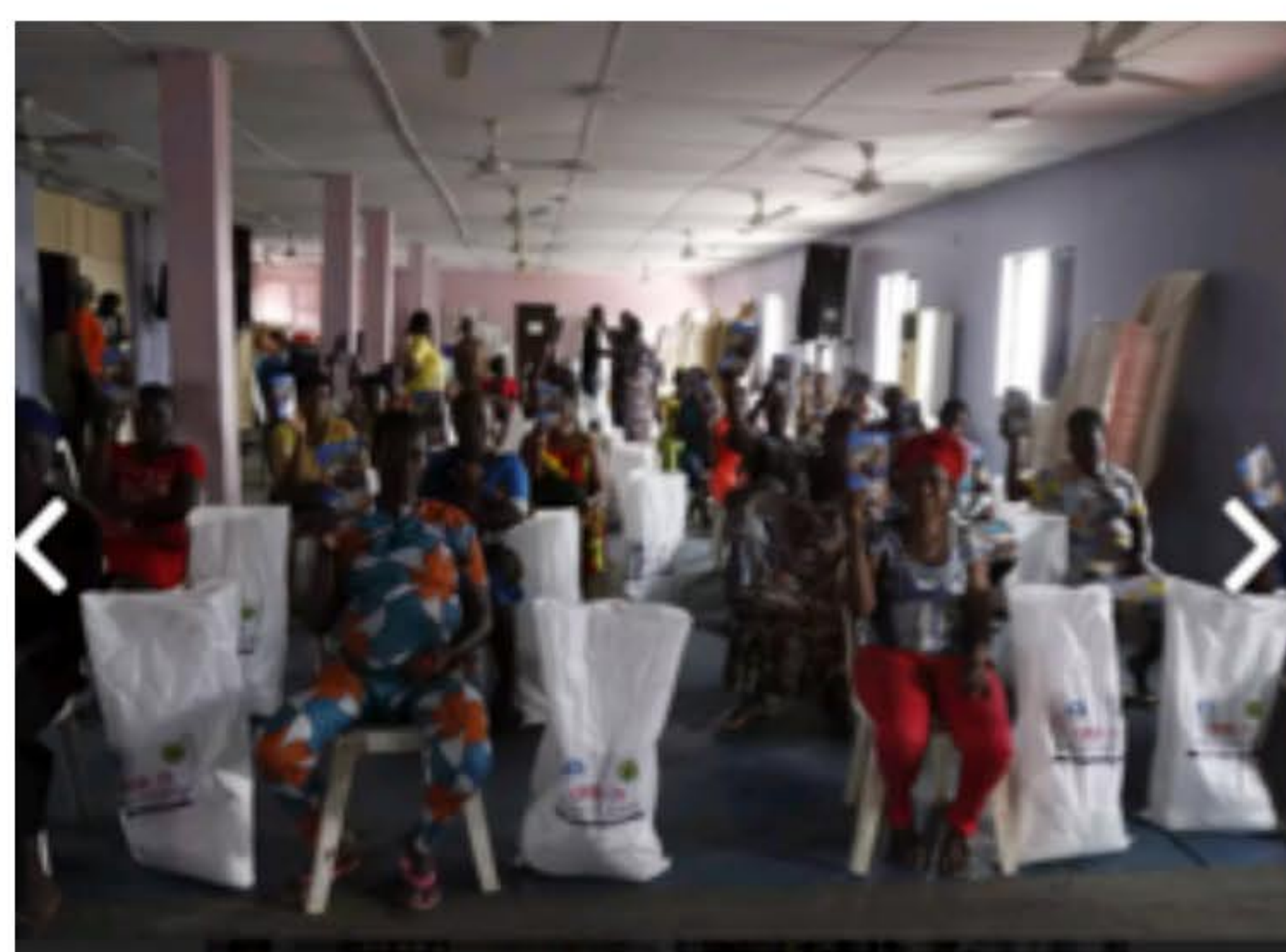
In addition, interviews should be done with the donors as they bring their relief items in using the stacked relief items as background.

- The cameramen must be flexible and spontaneous to be able to capture the various events that will be taking place at the same time.
- They must review the Program of Events with the Production Director before hand.



## ● Venue Set Up/Collection

It is an open event [either in or outside the church premises] where you will have the banner of the Relief Items for Pastors in Dire Need hung on or framed in the location of your choice. You can have a branded truck beside the banner for the camera's view if you can afford it. That's the same truck that will be used to load all the food items for distribution to the various locations of the Pastors in Dire Need.



## ● Food Packaging

After collection/receiving of Food items, the next step is the packaging to cut down sizes for even distribution. This aspect of the event is very important and should be properly covered. The choice location should be properly set up for nice camera angles and if possible, volunteers should wear branded T-Shirts.

At this point, besides covering the event, volunteers should be interviewed to give us different angles of how they feel about the initiative.

Kindly see sample pictures below



## ● The Presenters

We should have at least one presenter for the event – the presenter is not a Compere, she/he is a continuity announcer taking us through the event and interviewing participants right on location. The crowd should form the background for the Presenter's piece-to-cam and interviews.





## Interviews

Participants should be interviewed as they bring their food items with excitement, using the crowd as the background. See questions below.

1. Why are you participating in this event?
2. Please share your experience so far...

## Distribution

On the day of the distribution, loading of the Relief Items into the truck/vehicle should be covered and the truck/vehicle departing the location and arriving the destination should all be properly covered.

Kindly see samples in the photos below.



## The Presenter

We should also have a presenter who will take us through the event from location to location.



## Interviews

Beneficiaries should be interviewed thanking our Man of God, The LoveWorld Nation and The InnerCity Mission for the initiative. Kindly see questions below.

1. Kindly introduce yourself and your church
2. Kindly tell us about your situation before the relief
3. What does this gesture mean to you?
4. What would you like to say to our Man of God, The LoveWorld Nation and The InnerCity Mission for the initiative.



## Very Important Notice

All activities of the event must be covered from start to end including the set-up, arrival of guests, bringing/donation of food items, loading of food items into the truck, driving to the locations for distribution, distribution to Beneficiaries and truck leaving the locations and these also includes all the interviews.

Thank you, we wish you a successful production!

## PHOTO GUIDE

- Ensure that the light source is behind you as a photographer.
- You can use a professional camera or a good phone camera to take your pictures.
- It's very important to take your pictures outdoor because daylight/sunlight is very essential for clarity.
- Capturing the moment is very important for effective story telling. This means that as a photographer, you need to capture the environment, the Beneficiary receiving the food parcel, the Beneficiary with his/her family etc. (always ensure that the Beneficiaries are smiling).
- If you are with a team, ensure that you capture the Beneficiary with the team. However, if you are the one handing over the food parcel, you can opt for a selfie with the Beneficiary or ask anyone in the environment to capture you handing over the food parcel to the Beneficiary.

## GRAPHIC PACK

Below are sample branding to be used in distribution of relief materials to beneficiaries. Kindly visit <https://bit.ly/3c5mitm> to download necessary branding materials for use.





## Promo link

Kindly download a special promo to help you understand better the easy steps to follow in order to participate as a Church/Zone/Ministry Center. Visit the provided link to download the promo <https://bit.ly/2A6qkEm>



For more information, please call us on +234 812 344 5240, +234 802 477 9180 or mail us at [info@theinnercitymission.org](mailto:info@theinnercitymission.org)