



# 3ABN<sup>®</sup>

Three Angels Broadcasting Network

# *Guest Information*



**Studio A**

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## Steps to Prepare

### 1. Read

Carefully read through all of the information in the booklet and on your guest information sheets.

### 2. Plan

Take time to think about and write down what you want to share. Collect the items needed. Fill out and sign the forms.

### 3. Mail

The release forms along with your guest forms *must* be returned by the scheduled due date. This is vital for the preparation of the program you are on.

# Dear 3ABN Guest,

**T**hank you for accepting our invitation to record Christ-centered programming that will reach the world and change lives! I will be working with you from now until the end of your tape session and will do all that I can to help make your experience as pleasant as possible! Whether this is your first session with 3ABN or your tenth, I am confident that with proper preparation, your time here will be successful and rewarding.

I encourage you to take the time to watch the program you will be taping so you may become acquainted with its individual format and style. It will be easier to understand some of the enclosed information once you see how it affects the program. Another important step is to organize your thoughts and materials. The more familiar you are with your material, outlines, and graphics, the more comfortable you will feel and the easier it will be to coordinate your ideas with the production crew—and believe me—it shows!

So, you know you're supposed to tape something, somewhere, but don't know exactly where to start, right? Why don't you pull out the "Getting Started" checklist found in the back pocket of this folder for detailed instructions on what to do next! And, of course, please don't hesitate to contact me for questions or concerns. After all, I am here to help!

*The information presented is also available online at [www.3abn.org/guests](http://www.3abn.org/guests)*

# General Information

## **Morning Worship:**

We welcome you to join us for morning worship in the Production Center at 7:30 a.m. Please see the receptionist for assistance.

## **Visitors:**

If you plan to bring additional guests who would like to watch the production of your program, they are generally not allowed in the studio while taping. If you are taping a cooking program, it is recommended that you bring an assistant to help with food preparation.

## **Program topics:**

Please feel free to choose your own topics as the Holy Spirit inspires you. The program needs to be Bible-based and adhere to the Seventh-day Adventist doctrines. Each program must be a balanced, stand-alone presentation. It should not require having seen a former program or subsequent program for the viewing audience to appreciate its content. Remember many of our viewers are not Seventh-day Adventists or possibly members of any church.

## **Clothing:**

Avoid wearing garments that are predominately red or white or those that have narrow, high-contrasting stripes or alternating dark and light colors. Because of difficulties attaching microphones, avoid turtleneck and crewneck sweaters. Modest suits, slacks, dresses, and tops should be worn and should not be sleeveless, form-fitting, or have low-cut necklines. All dresses and skirts must cover the knees when seated.

**Note:** If clothing is unacceptable, you will be asked to change, so you may want to bring several options.

## **Jewelry:**

Due to the conservative nature of our audience, please refrain from wearing jewelry of any kind, including brooches, and tie tacks, clips, or chains. Simple wedding bands are appropriate.

## Makeup:

Due to studio lighting, a slight paling in skin tone will be visible, making the use of cosmetics necessary. If you are planning to do your own makeup, please use it conservatively. Remember that our makeup person will give final approval, and



if necessary may provide touch ups. Please don't panic! This makeup is relatively light and not colorful.

## Children:

Remember that this is a technical facility and can be dangerous for unsupervised children. 3ABN has no child care facilities, so please make prior arrangements for an adult to be with your children at all times.

## Telephone:

You may make credit card, calling card, and collect calls from any of the phones that are not in use. If you need to receive calls from family and friends while at 3ABN, please have them call 618-627-4651. Please do not give our 800 number for personal calls, as this line is used exclusively for prayer. Many of our guests assume that 3ABN pays a flat fee for 800 calls, but we actually pay by the minute for calls received on this line.

## Food:

All guest rooms have kitchen facilities available in or near them should you want to prepare your own food. Thompsonville has a small convenience store for groceries and gasoline.

You will also find restaurants, grocery stores, and gas stations in West Frankfort and Benton, both of which are about 10 miles away. Please note that 3ABN has no cafeteria services available and does not provide food for our staff or guests.

# Graphics Information

During your program, you may want to include graphics (books, pictures, etc.) and/or video clips to enhance your presentation. Each program has a specific number and type of items that may be used. Be sure to read “Program Information”, “Program Summary”, and “Getting Started” found in the back of this packet for information or call us with your questions.

## Organization:

Proper organization is a crucial step in preparing for your session. The more familiar you are with your material, outlines, and graphics, the more comfortable you will feel and the easier it will be to coordinate your ideas with the production crew. Please refer to “Program Information” and “Program Summary” for additional information. All items must be accompanied by an outline with detailed instructions. Please see the “Sample Outline” for more information.

## Approval:

*Please know that submitting graphics does not guarantee they will be used.* Some diagrams and charts may be too complicated and some pictures may not be appropriate or high enough quality for use on the screen. You should plan your programs to be taped with or without your graphics in the event that they are not approved. Final approval for anything shown on the program will be given by the producer.

## Deadlines:

Editing time can cost the ministry thousands of dollars each month. Therefore, we try to produce complete programs whenever possible. This means that anything you wish to use on the program must arrive at 3ABN at least 2 weeks in advance to be prepared for television. Our studios are booked every day, so preparation time is meticulously scheduled and deadlines are crucial.

If you originally send in materials that are unacceptable in content or format, you will be required to resubmit these items or tape without

them. Resubmission must also occur at least 2 weeks prior to your session. It is advised that you send your graphics in as early as possible so that if there are problems with your materials, you will have time to re-submit them before the deadline.

### **Note:**

*If items are not received by the deadline there is a possibility that your session will be canceled. Graphics cannot be brought with you and will not be considered after the tape session.* Please help us use our time efficiently by sending your materials as early as possible. If you feel you cannot meet your deadline please call as soon as possible.

### **Actual Items:**

Submit originals whenever possible unless they cannot be replaced since delivery services may lose or damage items in transit. Remember to package your items carefully and consider using a service that provides delivery tracking and insurance. Please note that 3ABN is not responsible for lost or broken items or their replacement.

### **Computer Files:**

Items may be sent in via e-mail (up to 5 mb per message), via a third party file sharing website, or on DVD/CD. We can accept files in these formats: JPEG (.jpg), TIFF (.tif), Targa (.tga), Microsoft Word (.doc or .docx), and Adobe Photoshop (.psd).

### **Video:**

All video clips must be approved before your arrival. Please submit edited, high-quality video rolls for approval no later than 3 weeks prior to your session. If you do not own the rights to the video, it is your responsibility to obtain a legal release which will allow 3ABN to air the video. If a release is not on file for your material prior to production, the video will not be used.

Please keep video rolls under 5 minutes.

Pictures are limited to 12 per program.



# *Travel/Lodging/ Arrival Information*

## **Airlines:**

Most people who travel by air fly into Lambert International Airport (STL) in St. Louis, Missouri. The airport is approximately two hours from 3ABN (see enclosed map). Guests either rent a car at the airport, or use BART Transportation Airport Limo. For BART reservations and prices, call (800)284-2278 at least 48 hours prior to pickup. Please let us know if you are using BART Transportation, and we will arrange to pick you up at the West Frankfort, IL, drop-off point.

There is also a smaller airport in Marion, Illinois, that is slightly more expensive to fly into. It is serviced by commuter planes only, and is approximately 30 minutes from 3ABN. We will provide someone to pick you up at the Marion airport if prior arrangements are made, or you may wish to rent a car at the airport.

## **Autos:**

3ABN is about 5.5 hours south of Chicago, Illinois, and 3.5 hours northwest of Nashville, Tennessee. If you are traveling north on Interstate 57, take exit 65 at West Frankfort (Route 149). 3ABN is about 10 miles east of West Frankfort on the south side of the highway.

If you are traveling south on Interstate 57, take exit 71 at Benton (Route 14). Route 14 ends at the west side of the Benton square, and Route 34 begins straight across on the east side. Stay on Route 34 until it intersects with Route 149 in Thompsonville. After making a right turn onto Route 149, continue for about one mile until you see 3ABN on the south side of the highway.

Most guest rooms are on private roads, and may not appear on GPS or map systems. Please bring the 3ABN map.



## Accommodations:

We have a limited number of guest rooms which we provide free of charge on a “first-come, first-serve” basis. Please make arrangements with our Production Coordinator as soon as possible to ensure your reservation. Keep in mind that your room(s) can be



held only for the nights immediately before, during, and after your tape dates. Latest time for check out is 9 am the morning after your tape date. If you are delayed and will be arriving later than expected, please let us know. During regular business hours contact our production office at 618-627-4651 ext. 3129; after hours call Master Control at 618-627-4651 ext. 3064.

If you would prefer to stay in a hotel rather than in our guest facilities, or if you plan on bringing other family members or friends, you will need to make arrangements to stay in one of our local motels at your own expense. 3ABN has special arrangements for discount pricing on rooms at the following Motel: America’s Best Value Inn in West Frankfort at 800-932-6930. Motels available in Marion and Mount Vernon.



NOTE: Accommodations will vary.

# Guest Room Information

All 3ABN Guests Rooms are fully furnished with linens, towels and equipped kitchens that have dishes.

Some rooms may have a land line phone but most do not. Apartment phones have no long distance carrier.

**Pets are absolutely not permitted in any guest room.**

Guest Rooms A0 -7, A16 and A17, C10-C12 and D13-15 are all located on Angel Lane. This is a road that connects with both Route 149 and Route 34. C10-C11 are located at the end of Angel Lane close to Route 34. Guest Rooms B8-B9 are located at 3189 Charley Good Road. There are signs marking each guest room. We will have a porch light turned on when guests are arriving after dark to help them locate the correct guest room. Upon arrival you will find the door unlocked, a name card on the door, and your key will be on the hook inside the door.

If you discover anything that needs our attention, please contact our production office during regular business hours at 618-627-4651 ext 3129 or after hours call Master Control at ext 3064.



### Located on 3993 Angel Ln. 9 on map

- A0** Two-bedroom apartment with one queen and two twin beds and full kitchen.
- A1** Studio apartment with queen bed, efficiency kitchen with two-burner stove and small refrigerator. 618-627-2493
- A2** Studio apartment with 2 queen beds, efficiency kitchen with two-burner stove, and small refrigerator. 618-627-4232
- A3** Two-bedroom apartment with one queen and two twin beds and full kitchen. 618-627-4299
- A4** Two-bedroom apartment with one queen and two twin beds and full kitchen. 618-627-4031
- A5** Studio apartment with two full beds, efficiency kitchen with two-burner stove, and small refrigerator. 618-627-4252
- A6** Studio apartment with queen bed, efficiency kitchen with two-burner stove, and small refrigerator. 618-627-2946
- A7** Two-bedroom apartment with one queen and two twin beds and full kitchen. 618-627-2545

### Located on 3927 Angel Ln. 8 on map

- A16–17** Three-bedroom apartments, each with one queen and four twin beds, two baths, and full kitchen.

### Located on 3189 Charley Good Rd. 11 on map

- B8** Queen bed, living room, private bath and full kitchen shared with B9
- B9** Queen and twin beds, living room, private bath and full kitchen shared with B8

### Located on Angel Ln. (Entrance) 10 on map

- C10** Queen and twin bed, private bath, efficiency kitchen with two-burner stove and small refrigerator.
- C11** Expanded sleep room for large groups to connect with c10 and c12, two queens and one twin bed.
- C12** Queen, and one twin bed with a set of bunkbeds, private bath, efficiency kitchen with two-burner stove and small refrigerator.

### Located on 3865 Angel Ln. 7 on map

D13,14,15 are located in a private home hosted by Dee Hilderbrand

- D13** Queen bed, private bath and full kitchen shared with D14–D15
- D14** Queen bed, shared bath with D15 and full kitchen shared with D13 and D15
- D15** Two twin beds, shared bath with D14 and full kitchen shared with D13 and D14



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