



# Headcount

*During weekend services and other church events, an organised headcount is implemented of both attendees and volunteers. This allows us to make well informed decisions and plan ahead for future services.*

*The following checklist is used by our team to help ensure that appropriate preparations are made and a headcount is completed effectively and correctly.*

# Hillsong Church Headcount

## Basic Things to Note:

- **PLEASE be as inconspicuous & accurate as possible**
- Get 2x clipboards, clickers and headcount sheets from the events office drawers
- Meet assisting host in the foyer - bring all you need with you; start the headcount from baptismal pool with sec 3
- **Count GAPS in each sec together with the host do not separate or split tasks. Use the auditorium map**
- After each section check your final figure with host
- Recount any sections with large differences (each section 5 or more)
- Record your figure that you count - **pls don't put the average of your figure and host figure down.**

## Where to Stand While Doing Auditorium Headcount:

- **Count from Balcony windows or if absolutely necessary from the Auditorium**
- **Count section 3 from baptismal pool (discreetly!)**

## Things to Remember

- Count gaps in the band wing (include in Sec 1 count)
- Count all hosts standing (extra)
- Count speaker on stage (extra)
- Count sound desk/production team front of house + side of stage (extra)
- Count all camera operators (extra)
- Count yourselves (offices)

## Outside the Auditorium

### **Both people need to count all meeting areas outside auditorium**

- Count The Garage (only count those who are there for the service you're counting eg not the prayer meeting)
- Count people in offices
- Count TV room
- Count parents room
- For AM services also count Fuel AM in youth office (include in foyer count)
- Count the foyer

## To Finish

- Get a final seat count from Venue Oversight; seats in each section if possible.
- Get kids program count email from kids oversight.
- Calculate adults & kids and transfer to gap count sheet in events office.
- Add up all other areas & ensure ALL BOXES ARE FILLED IN.
- Type into doc 'date - Headcount sheet' using the figures from the highest total.
- (This should be used to also double check calculations).
- Pls ensure that headcount sheets are not left lying around.
- Count sheets to put placed in envelope and put on side of events office drawers.
- Aud maps to be put in separate envelope.

## Hillsong Church City Headcount

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Name: \_\_\_\_\_

Date: \_\_\_\_\_

Service: \_\_\_\_\_

Special Event Name: \_\_\_\_\_ am / \_\_\_\_\_ pm

Extras in AUD (Adults): \_\_\_\_\_

Extras in AUD (Kids): \_\_\_\_\_

Outside External: \_\_\_\_\_

Foyer: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_

Café: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_

TV Studio: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_

Count R: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_

Guest L: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_

Offices: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_

Green R: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_

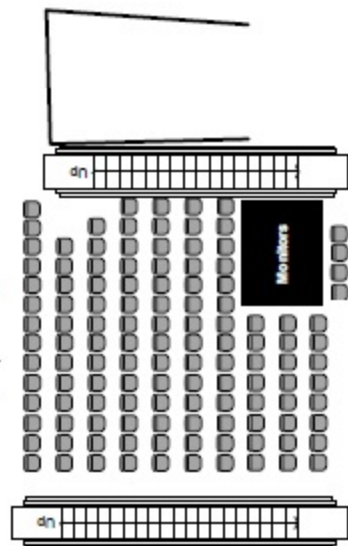
Fuel AM: (Adults): \_\_\_\_\_

(Children): \_\_\_\_\_



**Section 12:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_



**Section 1:**

Floor Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_

**Section 2:**

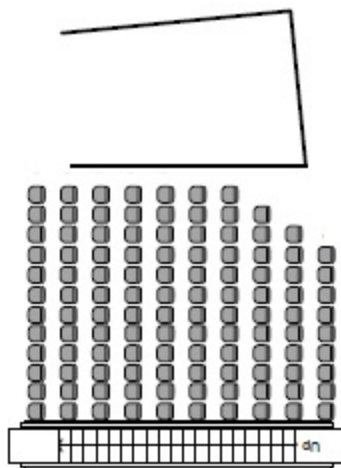
Floor Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_

**Section 3:**

Floor Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_

**Section 4:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_

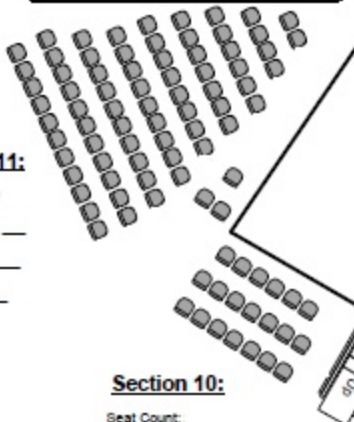


**ADDITIONAL SEATS:**

Seat Count: \_\_\_\_\_ Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_ Total Gaps: \_\_\_\_\_

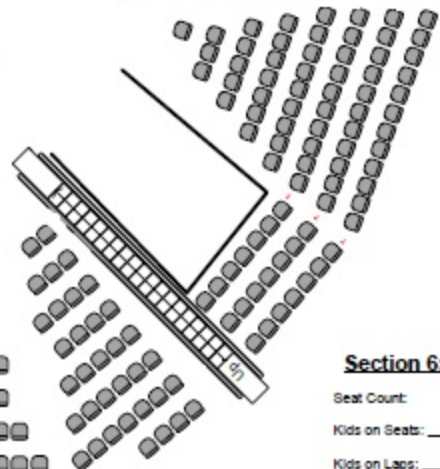
**Section 11:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_



**Section 5:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_



**Section 10:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_

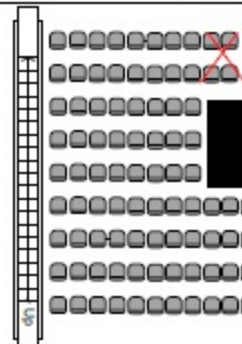
**Section 9:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_



**Section 8:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_



**Section 6:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_

**Section 7:**

Seat Count: \_\_\_\_\_  
Kids on Seats: \_\_\_\_\_  
Kids on Laps: \_\_\_\_\_  
Total Gaps: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_  
AUD TTL: \_\_\_\_\_  
AUD %: \_\_\_\_\_

# CITY HILLSONG – GAP COUNT

Date: \_\_\_\_\_ Counter: \_\_\_\_\_ Service Time: \_\_\_\_\_

**Important details:**

- o If the difference between the two counters is 5 or more per section, please re-count for accuracy
- o Auditorium - section 1 inc band wing as well; Extras = Hosts, people standing around sides, FOH, TV
- o Count section 3 from baptisml pool discreetly
- o **ALWAYS Count Auditorium as soon as Preaching has started unless otherwise instructed**

TOTAL SEAT COUNT					
AUDITORIUM	SEAT COUNT	GAPS	Adults	Kids	Total
Section 1					
Section 2					
Section 3					
		Extras			
		<b>AUDITORIUM TOTAL</b>			

FOYER			Adults	Kids	Total
Foyer					
TV Studio					
Count Room					
Senior Pastors					
Offices					
Green Room					
Fuel AM (Sun AM)					
		<i>Sub Total</i>			
<b>HILLSONG KIDS</b>	Counting 1 hour into service				
Parents Room					
1 Yr Olds					
2 & 3 Yr Olds					
4 & 5 Yr Olds					
Kinder - Yr 4					
Voltage (Yr 5 & 6)					
		<i>Kids Total</i>			
		<b>FOYER TOTAL (Sub Total + Kids Total)</b>			

EXTERNAL			Adults	Kids	Total
Outside Building					
Garage					
		<b>EXTERNAL TOTAL</b>			

		<b>COMBINED TOTALS</b>			
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