**Sound Checklist:**

# **Start Up**

**Reinforcement System: Console, Stage Rack, PA**

* As best practice, turn on the console with on/off switch located on the back, and then turn on the stage racks by pressing the “ON” switch on the power conditioner at the top of the racks on both sides of the LED wall.
* THEN Turn on the PA speakers and subwoofers. (Light switches on the wall next to the x32, power switches behind each fill speaker, power strip behind the piano, power strip by the drum booth.)
* Remember that the speakers are last when turning on the system.
* Recall desired scene on x32 console (00 CULTO ADULTO).
* Run through the scene checking for correct assignments, patches, routing, etc.
* Turn on the secondary “livestream” console and connected equipment in the library. Recall the correct scene and pull the master fader up to –5db
* Check to make sure Livestream computer in Media booth is receiving audio from that console and load the live stream audio preset in the ATEM audio software.

**Media Sound:**

* Make sure You are getting an adequate signal from the Media computer to play music and videos.

**Mics and IEM packs:**

* Make sure all handheld mics and IEM packs have fresh, fully charged batteries.
* Test that mics are sending signal to the console.
* Test that IEM packs are receiving signals.
* Place one handheld mic (Mic 10) at FOH for the Intercessors and as a backup.

**Monitors and P16 system**

* If the floor wedges are being used, make sure you have the proper signals going to them, depending on what’s Required for the service or event. (For example, if they are being used for background vocals, make sure you have at least those mics sent to the wedge monitors.)
* For P16s, double check your assignments on the console to the corresponding channels on the P16. With a set of headphones, connect into one of the P16s on stage and check as many channels as possible for signal.

**Sound Check**

* When musicians arrive, make sure to check the levels of all instruments being played and vocal mics.
* As good practice, ensure that gain structure across all your sources is correctly established.
* A great starting point is for your source signal to be hitting around -18dB at its loudest peaks, on its input meter at the console to keep headroom and prevent saturation. Take note of what levels are being established at the instrument, for example, keyboards, electric guitars, acoustic/electric guitars.
* Double check EQ and dynamic settings on every channel to ensure they are being used tastefully and are not obstructing the source signal. (For example, a threshold on a compressor being set too low and no make-up gain added will make it sound like there is not enough gain or level on the source signal.)
* Test any loop/click levels and ensure they are routed to the proper monitor/p16 channels. Double check that your Click channel is not routed to your Stereo bus!

Transitions:

* Notate on service cue sheet/schedule when fade-ups and fade-downs are appropriate (if not already done in Tech).
* Write in any prompts that are added last minute (if not already done in Tech).

Run-Thru:

* If time allows it, it is customary for the worship team along with the Worship Pastor (WP) to run through all of the elements on the service from beginning to end.
* Be sure to practice all cues and prompts, making any pertinent notes.
* As a best practice, address any final needs and/or changes for the band at this time. This might include any monitor level changes for example. **After Rehearsal**

House Music:

* House music will be provided from the pro presenter computer via cable at the console. Check for level, and bring up the music in the house PA. As a general rule, the level of the music should be at a volume akin to “elevator music,” high enough so that it can be heard, but low enough for people to carry on a conversation at a normal speaking volume.

Prayer:

* Join worship team in prayer before service, if possible.

**Service**

\* Services can be different week to week, but there are some elements that are part of almost every service. These are some quick notes around a typical service with these elements.

Call To Worship (Intersession):

* Usually carried out by one of the elders at the top of the service. Make sure to fade up or turn on the corresponding channel and fade any music down.

Worship Set:

* The worship set is carried out by the worship band and it can include anywhere from 2 to 5 songs depending on the service. Not all the songs will be sung in the same section of the service. When worship band is playing, make sure all pertinent mics/channels are faded up and turned on and that any wireless packs and headset mics are faded down/muted.

Pastoral Prayer:

* This will almost always be led by the Pastor. If the band will be underscoring the prayer, make sure they are at a level that they can be heard but that the WP’s voice is the most prominent in the mix.

Videos/Sermon:

* Fade down/mute any music and WP mic channels to allow for Video/Sermon. At this point, the house lights can be faded down
* The Pastor will do an alter call. Make sure any pertinent mics are unmuted/faded up and that the WP mic is faded down.
* After the dismissal fade in house music.

# Post Service 1 (when we start to have a second service)

* Check in with service producer for any changes.
* Check mic batteries as necessary
* Check in with Worship Leader/Music Director for any needs/changes.

# Post Service 2 or at the end of services.

* Collect all mics and wireless packs, power off and return to the designated holding areas.
* Recall the “BASIC” scene.
* Power off PA, THEN the console. THEN the stage racks. (Always PA speakers first).
* Make sure all computers and fans are off in the media booth
* Make sure there is no trash or unsightly items in the media booth.