



Sound Desk

The Audio-Visual roles are a vital part of the music team leading us well in song and are essential for us seeing and hearing the word of God read and preached!

Arrival

- You must arrive by 9:45am - there is a lot to set up.
- Check amps in the downstairs side room are turned on (they should always be on)
- Reboot PC and turn on the sound desk and computer monitor at the power board.*
- Use the remote controls to turn on projector and TV.
- Work with band on audio levels and mix before church.
- Check that all required songs and items are loaded into ProPresenter
- Run through the lyrics with song leader.
- Test the audio on any videos (including any video at the start of church).

As Church starts...

- You are a vital part of the team – join us for prayer on the stage at 10:10am.
- Confer with the leader for the morning regarding the projection of any non-musical items including the intro and close slides, and which mics will be needed for various items (for example, the interview).
- At 10:15am the Leader will turn off the church lights (2-6 on the light panel). Play background music softly.
- At 10:25am, when the Leader turns on all house lights, play the intro video. Volume high.

During Church

- As church progresses, mute and open mics as required. Monitor volume levels.
- Progress songs to the next slide when we get the 3rd last word of the current slide.
- Unless there is a specific plan to do otherwise, don't wait until the next item (song, Bible Reading, etc.) is announced before putting up the first slide.
- Record the Talk
- Craig usually provides an annotated script of the talk so you can progress the slides while he speaks.
- Stop the Recorder after the Talk
- After the service ends, music to play **straight away** so that there is no weird silence after the end of service

After Church

- Load the sound file of the talk to the web.
- Turn off the monitor and sound desk off at the power board.* (DO NOT CLOSE THE TEMP PROGRAM.)
- Use the remote controls to turn OFF the projector and TV.
- Do not turn off the amps in the downstairs side room.

*** THE SOUND DESK AND COMPUTER IS A ONE SWITCH SYSTEM. PLEASE DON'T TURN OFF ANYTHING AT OTHER SWITCHES OR POINTS. DO NOT TURN OFF THE PC OR WIFI POINT.**



Technical Notes

There is now level control for 3 zones of the PA

- Downstairs on the BLACK fader
- Upstairs on the left RED fader
- Foyer on the 2nd RED fader

On each channel in use, make sure the buttons labeled C and I-2 are pushed in.
DO NOT push in the button marked 'MIX'.

To record, set the volume level by using the 2 BLUE knobs in the center section labeled 'Harddisk Left & Right Master'. These should be set to 8.

The BLUE knobs on each channel should be set to '12 o clock'.

The Video Playback from the computer is now on Channel 15 & 16 – use both.

The RED, YELLOW and BLACK master faders should be at '0'.