***Sunday Morning Sound Checklist***

* Power **ON** sequence – 1. Sound Mixer 🡪 2. Stage Box 🡪 3. Subs 🡪 4. Main Speakers
* Wireless Mics – put in batteries, turn on, and sync with the receivers. Place handheld mic on front table. Pastor will pick up his mic from the tech booth.
* Set mains at 0db (unity), set all input levels at 0db (unity). Use DCA groups to balance.
* Once worship team is setup, do a quick line check for all mics and instruments. Also check the mic for the announcer and pastor.
* During the rehearsal, check house volume using decibel reader. Should be between 80-90db.
* After sound check, test the video and note the fader level. Each video is different so adjust the volume as needed.
* Turn on background music as people come in. 5:00 countdown before service.
* Unmute worship channels at the last 10 seconds. Tip: Use Mute Groups 1 for singers, 2 for instruments.
* As the announcer comes up to the middle, unmute their mic so it is ready for them.
* For video, unmute audio *before* video starts.
* **🔴 Start the sermon recording while the video finishes playing.**
* Unmute the pastor mic as the video finishes. Be ready to adjust level as needed.
* For closing song, you may need to raise the pastor volume or lower the worship volume.
* After service, the band will playout the last song. Then fade to house music. Keep it a little lower after service so people can talk.
* Stop the recording and wait until the Access light turns off. Then unplug the USB and transfer the file to the **Sermons** folder on the computer. Eject the USB and put it back into the mixer for next week.
* Power **OFF** sequence – 3. Main Speakers 🡪 2. Stage Box 🡪 1/ Sound Mixer
* Sound Levels – Main output gets set around -10db and up to -5db.
  + - Worship 85-90db
    - Speech 65-75db (average on 70)
    - Videos 75db
    - Before/After music 65db to 70db depending on crowd volume

**Sound**

* Turn on tech table power first using the white switch (press up) - This will power on all of the tech equipment in the booth one at a time. Turn on stage box next.
* Setup and place speakers, connect audio and power to the subs, then daisy chain audio and power to the main speakers. Power on subs first then mains.
* Continue with regular sound setup (batteries in mics, sync wireless, check levels)

**Projector**

* Setup screen, attach crowd mics to the top, and raise to highest setting
* Launch ProPresenter (make sure projector is turned on before launching ProPresenter, if it doesn’t register, try closing and reopening ProPresenter)
* To copy and paste pastors’ notes, click the Reflow Editor. Copy the notes from Word (Command + C) and paste (press Command Option Shift + V)

**Video**

* Turn camera on with remote (Press Power, then Press 1 at the top to select camera 1, then press 1 for preset 1)
* Connect Avio video converter to USB plug (blue)
* Connect Behringer audio interface to USB plug (black)
* Launch OBS - you should see the camera feed  
  If you need to adjust the camera angle type in 192.168.1.88 in Chrome browser. Login with admin and password is admin - use the arrows to adjust camera.
* In OBS hit **Start Stream** to send video to Facebook. You can start this whenever, usually right after sound check is done. Live stream will begin on Facebook at the scheduled time.
* Monitor the audio level in OBS so that it is not hitting 0 (clipping). Adjust main speakers if the level in the house is too loud or too soft.

**Lights**

* Setup the blue lights to hit the shoulders of the worship team.
* Check the camera view to see if their face looks blue or if the lights are washing out too much of the screen.
* Adjust spotlights in the balcony if needed.