St. Andrew's Ajax - Audio Service Process

Date of Service: ___/___/20__

dd/mm/yyyy

30 minutes or more before Service Start

"Inside Booth Setup"

- ☐ Remove the sliding window panes that look into the sanctuary (first the innermost pane, then the outermost)
- ☐ Ensure there is a working pen/pencil available for your use before, during and after the service
- ☐ Obtain bulletin for today's service from table at sanctuary entrance
- ☐ Review for Audio setup:
    - ○ Special guests, soloists, guest musicians, family time audio, etc)
    - ○ Microphone requirements
    - ○ **Track start points** for service recording
- ☐ Confirm with **music director** if any special mics are needed (per your assessment above)
- ☐ Speak with **soloists or musical guests**
    - ○ Understand what their mic/line in prompts will be
    - ○ Write down the prompts so you won't forget in the heat of the moment
    - ○ Review how our mics are best used
    - ○ Review how to turn wireless microphones on/off
    - ○ Discuss what prompt will trigger your turning off the wired mikes/pickups after their performance
- ☐ Slide all faders to lowest point
- ☐ Based on your assessment of microphone needs, connect the microphones to their respective cables and XLR jacks in the Sanctuary.
- ☐ Ensure all mute buttons are pushed down, hence set to mute
- ☐ Turn on mixer at the power bar behind it, closest to the window opening
- ☐ Ask a volunteer in the congregation to tap the mikes as you turn each one on and off
- ☐ Find and mic **Minister** and/or **Guest Speaker**
- ☐ Speak with the **Minister** confirming any audio requirements for family time and during the sermon
- ☐ Sound check **Minister** and/or **Guest Speaker** and confirm proper positioning of wireless mic
- ☐ Confirm with **Minister** and/or **Guest Speaker** if they will be turning their mics on/off themselves

General Note: If you can't find someone you need, turn Aux 3 (labelled "Choir Speaker") rotary dial to "5" and use the talk back mic to ask the individual to come to the Sound Booth.

"Outside Booth Setup"

- ☐ Obtain masking tape from the booth supplies
- ☐ Seek out **Scripture Reader** and confirm lectern mic positioning for them
- ☐ Sound check the **Scripture Reader**
    - ○ If reader has a naturally soft voice have them move toward the lectern
    - ○ If reader has a naturally louder voice, have them step back from lectern
    - ○ Mark the spot where they need to stand with tape
- ☐ Speak with **EasyWorship Operator** to confirm if special audio is needed as part of the service schedule

Five (5) minutes before Service Start

- ☐ When you have an offering envelope with you, please give it to an attending usher prior to the start of the service
- ☐ Close door to Control Room
- ☐ Pray with EasyWorship operator over the service and both your duties during the service – remember our goal – **Technically, Transparent Worship**

During Service

1. **Start the CD-2i recorder as the service begins** and remember to mark the tracks as determined in your bulletin review

2. **Stay focused on the service -** minimize conversation in the booth to only what's needed to ensure a smooth worship experience for the congregation.

3. **As each part of the service is completed, put a check mark beside it in the bulletin**. Then if you do get distracted for whatever reason during the service, you can quickly see where you should be in the order of activities.

4. **Turn on mics before they are needed** - don't try to pinpoint the exact time someone will start to speak or sing

5. **Turn off mics as soon as they are not needed**, again don't try to time it perfectly and don't cut off a speaker or soloist or the choir too soon

Close of the Service

- ☐ After the final (Sending) hymn, stop the CD-2I recording
- ☐ If requested start the CD making process while you complete the other "Close of Service" tasks.
- ☐ Mute any open mics/lines on the mixer
- ☐ Disconnect microphones
- ☐ Remove shock mount from its stand
- ☐ Loop mic cables and place on their respective hooks
- ☐ Return mics to their storage boxes
- ☐ Replace the panes in the Sound booth window.
- ☐ Check whether CD copying is complete
  - ○ If not, go get a cup of coffee and chat with someone
  - ○ If it is,provide EasyWorship operator with SD card so sermon can be uploaded to website
- ☐ Make notes on what went well or needs improvement and communicate those thoughts to the team during the week (well before the next service).
- ☐ Once CD copying is complete, turn off the mixer
- ☐ When you leave the booth:
  - ○ Ensure all lights are turned off or will be turned off in the sanctuary
  - ○ Ensure the control room door is locked or will be locked by the last person in the booth.