

## Setup

DO NOT POWER ON THE SOUND EQUIPMENT UNTIL ALL INPUTS HAVE BEEN CONNECTED - MICROPHONES, COMPUTERS, ETC.

1. Arrival: at least 30 mins prior to service to allow time for setup, sound checks and last minute changes;  
Check in with Worship Leader for any new requests
2. Check/change batteries in
  - a. Both handheld microphones (AA Batteries)
  - b. Wearable transmitter#1 (9-volt rechargable).  
Batteries are in the recharging station and must be returned to the station after each use.  
# 2 takes AA Batteries [Battery Tester in drawer]
3. Connect fixed microphone cables on wall or in floor box - route cables out of foot traffic/use tape or rug to fix in place; set up computer& other inputs as required

### **Place all Mixer FADERS in MIN (bottom-most) position**

- a. Turn on Power to cabinet
  - b. Verify power to each component
  - c. Verify Beringer Equalizer has correct display
4. If Recording: Verify memory media (new/blank mem card)
  5. Verify **ASSIGN** Switches:  
**3-4 & LR** Selected on each active Channel
  6. Set soundboard **MAIN** slider to ZERO dB
    - a. Slide UP Channel **FADERS** on Channels being used - one at a time & do sound check
    - b. Sound check Hearing Assist Devices  
and Set **H'rgn Asst Fader** to appropriate level
    - c. **Label** channels to be used (Sticky slips)

## Breakdown

- 1) Set all Channel Faders to min position EXCEPT for H.H. #1 & 2 (**Channels 6,7**) this is so renters don't have to mess with board. Set channel fader to UNITY level.
- 2) Set Master Fader to UNITY Level
- 3) Power down without making the speakers pop:
  - a. Turn off the AMP (at the bottom of the right bay)
  - b. Turn off the power rocker switch on the power strip so all equipment is OFF
  - c. Turn the AMP back ON so the next users will have sound (AMP powers up after a delay, so the Pop does not happen on power up, only on power down)
- 4) Disconnect microphones - return cables, microphones and stands to proper storage
- 5) Check batteries in handhelds and verify handheld microphones are OFF
  - a. Return "Handheld#1, #2" to green pillows so renters can have easy access
- 6) Remove rechargeable batteries from wireless transmitters and place in charger
- 7) Enter your name & Date in **LOG Book located under the mixer**  
- Note any anomalies in log book
- 8) Lock the cabinet and return key