**Audio Checklist**

(Updated 10.02.20)

**Before 7:30 Rehearsal**

* Power up Audio System
* Power up Yamaha LS9 console
* Recall appropriate scene for service time
  + - Scene #004 (9:00 Service)
    - Scene #005 (11:15 Service)
    - Scene #006 (Wed Rehearsal)

If you have problems with the scenes backups are located at...

#014 (9:00 Backup) - #015 (11:15 Backup) - #016 (Wed R Backup)

* Turn on microphone rack on counter top
* Turn on the left & middle amp racks on floor
* (The right floor rack is not used)
* Turn on Aviom hub on stage (black rack next to the Drums)
* Check mix 11 (Lobby) to make sure there is nothing but the iPad & BP-1 turned up
* Check mix 12 (Outside) to make sure there is nothing but the iPad turned up.
* Sync Sound iPad to Console (tell Nic if it won’t sync)
* Sound check Randy’s mic when he is ready
* Double confirm Randy has changed his batteries
* Check order of service for needed handheld and headset mics
* Change batteries in needed headset mics (BP2, BP3 etc.)
* Change batteries in needed handheld vocal mics
  + Turn them on (leave on)
  + Check that they have signal going to the board
* Change batteries in Leader mics
  + Turn them on (leave on)
  + Check that they have signal going to the board
  + Put them in mic stands accordingly
* Change batteries for in ear monitor (IEM) body packs (Lead 1, 2 & Ears 3 &4) (as needed)
* Put multi holder with mics, Leader mics & In Ear Monitor packs on stage
* Joshua gets Leader-1 wireless mic & Aviom Ears Leader-1 pack (center mic stand)
* Carolina gets Leader-2 wireless mic & Aviom Ears Leader-2 pack (front stage right keys)
* Allen gets Mic 6 wires & Mix 3 Ears (front stage left)
* Place Multi holder of wireless mics center stage back next to TV
* Check Mix-10 (FB Live) audio and verify that Pastor Randy, all other headsets are unmuted and the faders are at +10 dB (All the way up). The band faders should be set to -5 dB and the singer mics should be set to -10 dB (this helps the vocals to blend better with the band on the video recording)
* Get worship iPad 5 ready for pre-service music
* Login to Spotify
* Login User: spotify@bethanyba.church
* Password: \_\_\_\_\_\_\_\_\_\_\_
* Select an appropriate playlist or create your own

**START and run soundcheck 7:30am**

* Do a complete signal check for each channel.
* After the first song, check with praise team to adjust any ear needs
* Run sound for rehearsal as needed
* Adjust monitor mixes to assist praise team.
* Adjust Aviom routing as needed

**After Rehearsal Ends**

* Check audio level for all videos and make note of starting level
* Start pre-service music playlist on Worship iPad 5
* If countdown slide does not have music, make sure to start a new song at the beginning of the countdown so there is no chance the song runs out before the countdown does
* Take down rehearsal signs and open doors

**After 9:00 Service Ends**

* Adjust stage for 11:15 service
* Move Pastor Randy’s table, chair and TV back to stage left area
* Power down and put away any unused wireless microphones
* Break down any other instrument stations that are not being used.
* Make sure everyone has water for 11:15am

**IMPORTANT:** **Before adjusting anything, make sure you store Scene #004 (9:00 Service)**

**After 11:15 Service Ends**

* Set stage back to default
  + Turn off Aviom hub rack by drum set
  + Turn off Hazer
  + Gather all wireless vocal mics on stage turn off and put away in case
  + Take down & store stage left acoustic mic boom stand (leave DI box & XLR cable)
* Store changes to the Yamaha LS9 scene #005 (11:15 Service) or your changes will be lost
  + - Note: If you forget to save your changes, they will stay there until a different scene is loaded, so you can turn the board back on, and then store your scene properly.
* Turn off Audio Sound System
* Turn power off on the 2 amp racks on floor (the left. & center rack)
* Wait about 10 seconds for the amps to fully drain to alleviate pops & clicks
* Turn power off on microphone & processing rack on counter top
* Power down Yamaha LS9 (did you store the scene??)
* Cover Mixer
* Make sure counter tops are clean and chair are pushed under counter
* Write directly on checklist for any updated notes or needed changes and leave by sound board