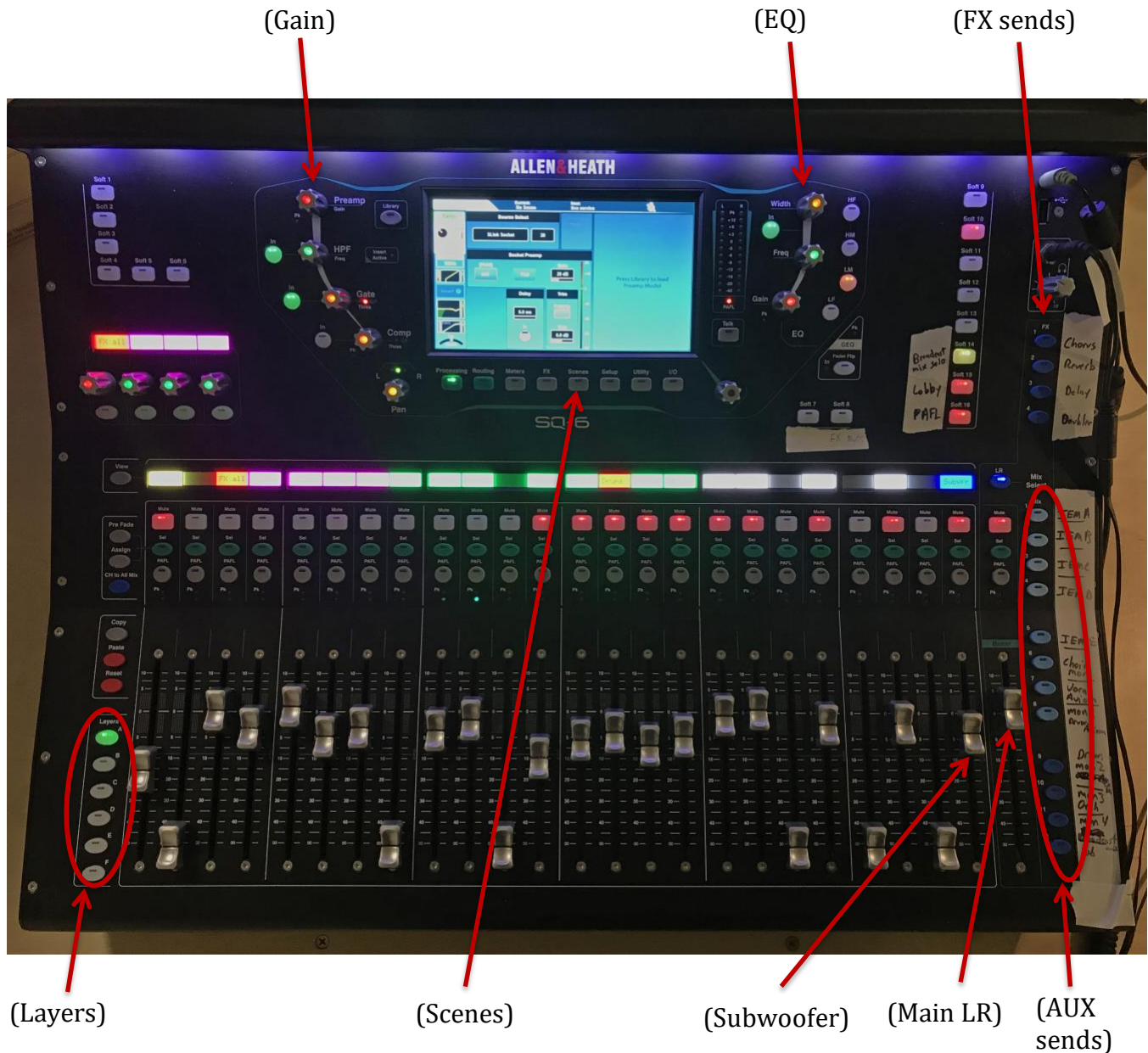


Sound - Quick Reference

The sound engineer is responsible for preparing musicians and the stage for the service and mixing together all the audio sources during the service so the congregation can hear. The main pieces of equipment are the audio system power sequencer, Allen and Heath SQ6 sound board, Aviom personal monitor, and Shure wireless microphones and wireless in ear monitors (IEM).



Turning on the audio system: On the rear right of the SQ6 there is a power button, press that and the board will start to power on. Once it lights up, you can press “This” switch under the desk to the right in the rack. This will start the power sequence for the rest of the audio system. It will take a minute for everything to turn on. As you wait, you can go to the SQ6 screen, go to the Scenes menu, select your scene, and click Recall. You can unmute the Main LR and Subwoofer. On the left side of the board, you can click buttons A thru F to see different layers of channels. You can Select a channel to view additional parameters for it (EQ, gain, compressor, etc). On the right side of the

board, you can click different Aux sends 1 thru 12 to control what channels go to different IEMs or monitors. Just above that on the right side are FX sends 1 thru 4 to control what channels go to the different effects.



Scenes Menu



Power sequencer switch



a 'clear' screen



SQ6 rear power button

Turning off the audio system: We always save the scene before we shutdown. Mute all your channels and the Subwoofer and Main LR. Go to the SQ6 screen, go to the Scenes menu, select your scene, and click Store. Confirm that you want to write over the scene. Then press "This" switch in the rack under the desk. That will start powering things off. Wait until that is done. Now go to the SQ6 and you want to clear the screen, do this by pressing the "Processing" menu button a few times until the screen clears. When it clears, it will have a button on the screen that says "Shut Down." You can click that. When it tells you to, you can reach behind the mixer to the right and press the power button. The mixer lights will then go out.

General guidelines:

- **Turn on before you turn off** – You want to make sure what is happening next is unmuted and ready before you worry about muting what already happened. That way someone is not standing there with a microphone not working and everyone is staring at you.
- **Plan ahead for what is happening next** – Think about what is coming up next and what your fingers will have to do to mute or unmute channels and in what order they need to be done. Sometimes you don't have enough fingers to do it all at once and you have to prioritize.
- **You want to hear every instrument and singer** – Mix the channels in such a way that you can hear everyone. The music leaders' microphone is always on top. Sometimes certain instruments may be louder because of their part or your musical choice. Sometimes someone may need to be quieter because they are not sounding right.
- **Pay attention to the stage and communicate with the musicians** – It can be easy to get your head stuck in the faders and knobs, but you also need to be watching the stage and watching people's expression if they are needing something. Communicate with the music leader if something doesn't sound right. Ask musicians if they need anything.

Sound – Producing the Service

Pre-Service arrive 6:45am / 9:40am

1. At practice on Wednesday, the sound engineer should have put all the AA batteries on the charger, and wrote the musicians names/corresponding microphone and IEM on the white board backstage. Now on Sunday morning, you can take the AA batteries from the chargers and put them in the wireless microphones and IEM packs. You can leave the IEM packs off but turn on the microphones we are using and make sure to lock them. Remove the blanket from the piano to behind stage and open the piano lid to the short stick. Make sure the down front microphone is in place.
2. **Music Rehearsal.** The musicians are counting on you to have their instrument microphoned, plugged in, ready to go, and unmuted when they need to start rehearsal. During rehearsal, you should first focus on getting all of the channel gains to be reaching about 0db level. Then getting the musicians to hear what they need in their monitors. Next, checking each channel for any changes you need to make in their EQ, compressor, FX, etc. Finally, mix all channels together for what sounds best to allow the congregation to sing, and do this while remembering what fader levels you'll need for the start of the service with the first song (since each song may have different levels or solo parts). As you are observing how the music sounds, let the music leader know if something should be changed (something sounds bad, they need to practice a song one more time, too many people playing throughout the song so not enough dynamic variation in the song, etc).
3. **Get ready to start the service.** Mute all channels and mute the FX all. Unmute the Lobby and Broadcast Mix. Get ready to play background music from GFX2 or from the preludist by gradually bringing up their fader. Make sure the GFX1 volume is at an appropriate level, usually at 0 on the fader.

Opening

- 4. Video Announcements-** When it is 8:30am or 10:15am and the prelude has stopped, unmute GFX1 and give the graphics operator a cue to play the video. You can fade out and mute the prelude now.
5. Watch the video playback timer on the ProPresenter screen to know how much time is left in the video. When the video is wrapping up, start unmuting the channels that will be used for the music time.
6. When the video is done, you can fade out GFX1 and mute it. All the music channels are already unmuted and they have probably started playing. The music leader is welcoming people. When he is done talking and starts singing, you can unmute the FX.

Music

7. As the music is going along, be listening and make adjustments as needed. Each song is different. Remember the different solos or special parts from rehearsal that you might need to bring up the volume on. Also be paying attention to the musicians to see if they are trying to signal you for anything they need.
8. In the first service, typically the choir will be singing next. So the music leader will pray at the end of the last song, you can mute the FX during the prayer. Some of the band may keep playing or start playing the intro of the choir song. When he is done praying, he will invite people to sit down and then turn to direct the choir. Mute the microphone before he sets it down (otherwise you hear a thud!). From the rehearsal time, you should remember if there is a long intro or if the choir starts singing right away. Unmute and make sure the choir DCA fader is up enough to hear the first word of the song. Unmute FX. At the end of the song, the next person speaking will probably be the pastor down front, so be ready to unmute his microphone. When the microphone is unmuted, you can start muting the music channels.

Communion (usually first Sunday of the month)

9. There will be a pastor taking for communion. Usually a piano will be playing in the background. Keep the piano volume well under the pastors' microphone.

Sermon

10. At the beginning of the sermon you may need to have the pastors microphone a little hotter or louder, since we just got done listening to music. As our ears adjust to having less sound sources, his single microphone may start sounding too loud and we can turn it down a few db.

Closing

11. As the sermon is wrapping up, the pastor will pray. The musicians will return to stage. Watch the musicians and do not unmute them until they get their instruments situated again. Some of

the musicians may start playing a little intro while the pastor is still praying. You can mute FX just in case the music leader says something before starting to sing. Unmute the music leader.

12. The pastor will get done praying and you can mute him. Mix the music.

13. When the song is done, the pastor will pray to end of the service. Wait to unmute the pastors' microphone until the singing is done. Some of the instruments may keep playing. You can mute the singer's microphones. When the pastor is done praying and dismisses people, you can mute his microphone.

Post-Service

14. In the first service when he is done praying and dismisses people, the piano will play for postlude. In the second service, you can unmute GFX2 and fade up the music quickly so that it starts right after he dismisses people.