

## Sunday Morning Audio Preparation - Check List

### ***Before the Church Service Commences***

- Turn on the three main power switches
- Turn on the radio microphones (that are to be used)
- Five minutes after the radio mikes are turned on check their batteries are at least 2 bars.
- Reset the mixer to the **Church Master** project and scene (note: both project and scene must be done) (#6)
- Set the **DCA Group** button on and test (#7).
- Start the Audacity software
- If the service is to be recorded on the StudioLive mixer setup the recorder (#9).
- The microphones and other inputs that are required for the service have been setup and are in position (#10).
- All the audio inputs have been tested, the preamp gains are set to the anticipated level (eg. musical instruments, YouTube if needed) and the sub woofer level is correct (#11).
- The piano lid is open and the two piano microphones are in position.
- The service participants have their radio microphones fitted.
- Seated at the audio desk about five minutes before commencement of the service.
- The settings on the StudioLive mixer are correct (in particular **Inputs** on the **BANK** section & **Main Mix**) (#15).
- The faders (and any other settings) that are required for the start of the service are set.
- Before the service commences, start the Audacity recording.
- Before the service commences, start the StudioLive recording if required (essential for a BoW service).
- Check the status of all the active radio microphones on the radio microphone receivers (they are not muted and their battery levels are OK).
- Ready for the service to start.

### ***During the Service***

- Even and comfortable listening level for all participants where possible.
- Singers' and musicians' mix.
- No ringing or feedback.

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- In Audacity mark the start and finish of the bible readings and sermon.
- Routinely check the status of all the active radio microphones on the radio microphone receivers (they are not muted and their battery levels are OK).

### ***After the Church Service is Finished***

- Stop the Audacity recording.
- Stop the StudioLive recording (if it had been started) (see the last steps in the document "StudioLive Series 3 - Guide for Audio Recording on a SD Card").
- The piano lid is closed and the two piano microphones removed.
- Retrieve all the microphones (in particular head worn and hand held).
- Save the Audacity recording (see "**Guide for Recording with Audacity**").
- Edit and upload the Audacity recording (see "**Guide for Recording with Audacity**").
- Before turning off the three main power switches check that the projector computer has been turned off.
- Turn off the three main power switches.

### **Note**

The hash numbers (eg #1) refer to the document "**Sunday Morning Audio Step by Step List**" which provides more details.