

Sunday Morning Audio Preparation - Check List

- Bump in if required.
- Be ready to perform the video checks by about 9.20 am (see "PowerPoint Preparation Guide Revisions May 2023.docx" or later) (liaise with projection operator for timing). Play and watch the entire video(s) for audio levels and any other problems
- Aim to have the audio setup and pre-practice checks completed by 9.25 am and be ready for the singing practice and sound checks which should commence about 9.30 am
- If at any stage problems arise that might impact on the ability to have audio ready for streaming on time inform the Vision Director
- Turn on the three main AV power switches in the Control Room (if not already on)
- Power up the audio computer
- Turn the PreSonus StudioLive power on (#5) and login
- Radio microphones that are to be used:
 - ◆ Turn the radio microphones on and check that their mute switches are not set to mute.
 - ◆ Sound check that the radio microphones are working.
 - ◆ After about five minutes after the radio mikes are turned on check that their batteries are showing at least 2 bars. If not replace the batteries.
- Open the piano lid and set the two piano microphones in position
- Recall the current Church Project and Scene for the mixer (eg. "**MUC Nov 2025**"). (**This step is new and is important to do every time to ensure that the channel routing is correct.**) (#9)
- Set the **DCA Group** button on and test the DCA groups (#10)
- Check that the head phones are set to Mix 2 and the **Phones** level is correctly set (#11)
- If the service is to be recorded on the StudioLive mixer then setup the recorder (#12)
- The microphones and other audio inputs that are required for the service have been setup and are in their correct locations (#13)
- Verify and test all audio inputs (#14)
- The preamp gains of channels in use are set to the anticipated levels (#14)
- Check all faders are appropriately set for Mix 2 (audio for live stream) and that the audio level for live streaming is satisfactory
- Sound check – front of house, fold back & live stream
 - ◆ Lectern
 - ◆ Piano
 - ◆ Singer(s) (#15)
 - ◆ Other musical instruments (eg. guitar) (#16)
- Fit the worship service participants with their radio microphones and ensure that their microphone is correctly positioned (#18) and tested
- Check the audio level in the foyer (Mix 8))
- Be seated at the audio desk about five minutes before the expected commencement of live streaming
- Review that the general settings on the StudioLive mixer are correct (in particular **Inputs** on the **BANK** section is selected & the **Main Mix** is selected) and the fader levels for FoH and Mix 2 (#22)
- Check the status of all the active radio microphones on the radio microphone receivers (that they are not muted and their battery levels are OK)
- Inform the Vision Director that you are "ready to go live"
- Ready for the service to start

During the Service

- Even and comfortable listening level for all participants where possible
- Singers' and musicians' mix

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- No ringing or feedback
- Routinely check both the FoH mix and the live stream mix (Mix 2 - using head phones)
- Routinely check that there is audio from the microphones connected to the NSB
- Routinely check the status of all the active radio microphones on the radio microphone receivers (that they are not muted and their battery levels are OK)

After the Church Service is Finished

- The two piano microphones are moved away from the piano and the piano lid is closed
- Retrieve and turn off all the radio microphones
- Power down the audio computer
- Perform a "Soft Power-down" of the mixer then turn the audio mixer power off (#38)
- Bump out if required
- If you are the "last person out" turn off the three main AV power switches

Note

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