

AUIDO TECHNICIAN

7:15- ARRIVAL

- Arrive & park in back lot near State Street
- Check in with Production Director
- Power on equipment and recall correct audio scene (*see page 2*)
- Get in position for comms check

7:30- REHEARSAL

- Comms check
- As the Band & Vocal teams rehearse, begin mixing audio for a cohesive blend. Ensure that the lead vocal on a song is prominent and other vocals are supportive.
- House Audio = 80-90db

8:15- SERVICE PREP

- Set out Pastor/Speaker's headset and graphics remote
- Check Pastor/Speaker's headset ensuring a strong signal (Mic Audio = 60-70db)
- Check Host's microphone(s) ensuring a strong signal (Mic Audio = 60-70db)
- Partner with the Graphics Operator to check audio levels for all service videos (audio jack is in the bottom left plug on the MacStudio).
- Clean area & set booth for services
- Play BGM playlist on Spotify in the House

8:45- BREAKFAST & TEAM MEETING

- Enjoy breakfast as a team
- Walkthrough order of service, taking note of responsibilities & asking questions
- Pray as a team

9:15- IN POSITION

- Lock in at position
- Final comms check
- 5 min pre-service, all teams ready

9:30- SERVICES BEGIN

- Fade out BGM as pre-service video queues and plays
- Make sure Ableton, Band & Vocal channels are all unmuted and ready for start of service.
- Mix audio live during the service(s) to ensure a good balance and full cohesive sound.
- Ensure Pastor/Speaker & Host mics are muted during songs and conversely that instruments and vocal team mics are muted during the sermon.

10:30- BETWEEN SERVICES

- Communicate any edits or needs with the team
- Ready for next service

12:00- SERVICES CONCLUDE

- Clean & power down station (*see page 3*)
- Check in with Production Director before leaving

POWER ON / OFF

1. Power on Program Monitor

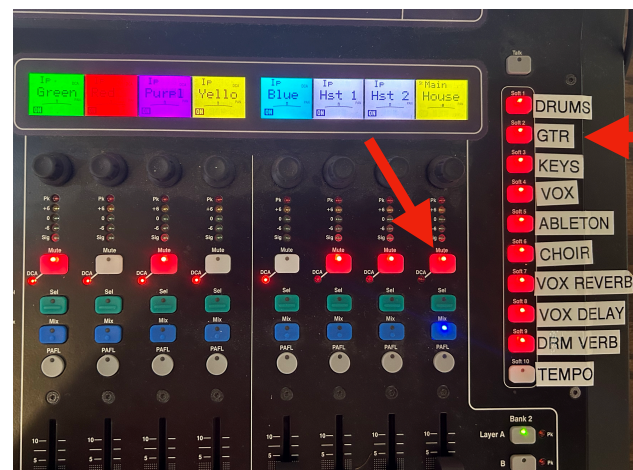
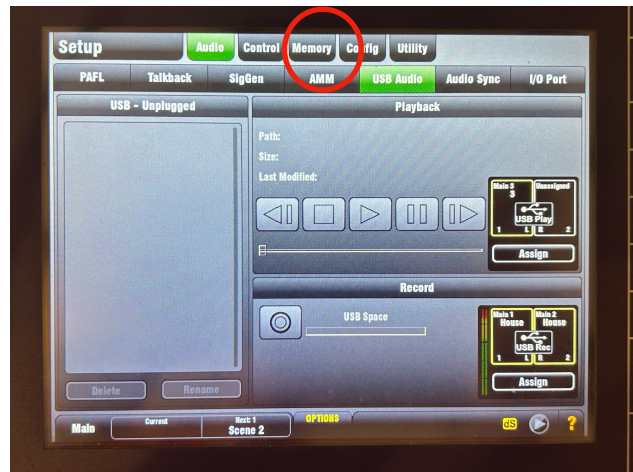
- Use “Emerson” remote. Aim at program monitor and press power button.

2. Power on AudioMac & Login

- Password: fondren1

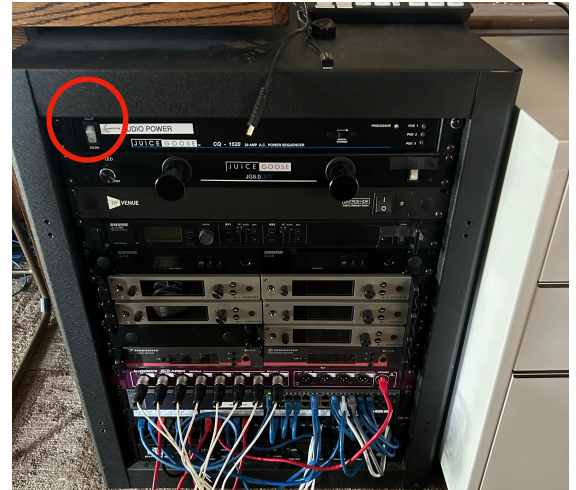
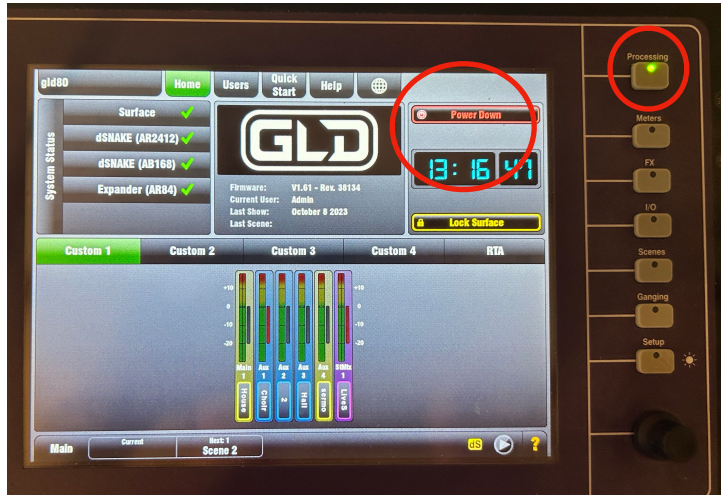
3. Ready Audio

- Recall scene by clicking play button at bottom of screen then select “Memory” at top of screen.
- Scroll through list of scenes until you see correct date. Select date and press “recall”. When it asks if you’d like to overwrite confirm by selecting “yes”.
- Unmute DCAs and House to prepare for rehearsal.



4. Power Down Audio Console & Rack

- Mute all DCAs & Mute House
- Select “Programming” button at top of the console and then select “power down”.
- Flip down white “Audio Power” switch on rack to power down all audio



5. Power Off Audio Computer

- Quit all programs and applications
- Shut down computer

6. Power Off Program Monitor

OTHER:

To create an audio scene:

- Recall a previous scene (see steps above)
- Select “Store Show” and give news scene a name (always name scenes by date)

