

Date:

Event Schedule	
7:25am	<p>Arrive. Turn on system: 1. Board, 2. Left Switch, 3. Right Switch, 4. Subs breakers 30 and 42</p> <p>Load Service</p> <ol style="list-style-type: none"> 1. Press "View" button in the Show Control console area (right) 2. Navigate to Scenes. Load saved service labeled "Sunday <date.>" If no rehearsal was saved, load "Default." 3. Scroll to desired Scene 4. Press the knob below the menu item labeled "Load" 5. Press right to confirm
	<p>Review Sunday show cue sheet and Planning Center. Ensure the scribble strip is labeled correctly for vocalists and instruments (if not loaded with above step.)</p>
	<p>Sound check</p> <ul style="list-style-type: none"> - Validate instrument input gain. Target is -12db. - Validate vocalist signal. Target input gain is -12db, but should not be required unless a significant change occurred. - Percussion does not require input gain validation or EQ unless a significant change occurred. - Validate pads and tracks.
	<p><i>Band begins run-through</i></p>
	<p>Rehearse Countdown</p> <ul style="list-style-type: none"> - Mute Groups 1, 2, 3, 5, 6. Mute effects DCAs. - Validate Spotify audio input signal - Production Team rehearse 15s countdown transition - Communicate using Talk Back A when coming off Mute, at 10 seconds.
	<p>Facilitate rehearsal</p> <ul style="list-style-type: none"> - Take notes - Highlight any changes - Rehearse Mute Groups during message transition - Rehearse ProPresenter input signals (bumper and/or video special elements) - Communicate using Talk Back A when coming off Mute - Determine walking music plan
	<p>End Rehearsal</p> <ul style="list-style-type: none"> - Communicate using Talk Back A when Mute Groups 1, 2, 3, 5 are active. - Start pre-show music (target 75-80db) - Prepare speaker/pastor mics - batteries and signal.

8:30	Ready speaker mics 1. Verify how many speaker mics are needed. 2. Check battery in speaker mics. If less than 3 bars, replace. 3. Conduct quick test to ensure a signal is produced. If not, make note to remedy during or immediately after run through. 4. Sound check worn mics - ask speakers to put on equipment and sound check from stage
8:35am	Green Room Pre-Show - Deliver speaker mics (if late arrivals) - Coordinate any unknown transitions - Take additional notes
8:55am 10:40am	Using Talk Back A, notify band when countdown starts
8:58am 10:43am	Validate playing song will not end/transition with less than 30s remaining. If it is, gracefully fade out and start a new song. Look for high-energy. Build pre-show music as countdown is -1:30. (target 88-95 db)
8:59:50 am 10:44:50 am	- Communicate using Talk Back A when Mute Groups 1, 2, 3, 5 are coming off of mute. - Unmute Groups 1,2,3,5,6
During Service	
Run your cues	
Hit Record at the Message	
After Service	
Cue Spotify	
Check with Worship Leader if there are any adjustments	
Shut down the system 15 minutes after service end: Turn on system: 1. Subs breakers 30 and 42, 2. Right Switch, 3. Left Switch, 4. Board	

Notes:

			Total
Service	Start Time:	End Time:	
Sermon	Start Time:	End Time:	

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