

Audio Tech *Checklist*



During the Week

- Go over service notes for the upcoming service
- Listen to recordings from Planning Center to know what to focus on at different times
- Attend rehearsal to set scenes and save them for service. Take note of changes needed

Pre Service

- Turn on Sound System (if not already on)
 - Choose appropriate scene, and put main at -5
- Attend Sound Check to fine-tune any mixing
- Make sure Listening devices for hard hearing are working

During Services

- Continually monitor all sound levels
- Remain in the booth or find someone to cover if you need to leave it.

Between Services

- After 8am Service stay in place for 9am Sound check
- You can start recording to SD card when 10:50am Countdown Begins.

Post Final Service

- Turn off the Soundboard
- Turn off overhead light over board