

Wagga Wagga Evangelical Church

Sound Team - Sunday Morning Service Process (covid edition)

Process

Step 1 - Turn everything on

- a) Turn the 3-phase power on (located on the left of the stage).
- b) Make sure the power switch above the 3-phase for the speakers is on.
- c) Check to make sure the mixer in tall cabinet has its lights on.
- d) Turn on the relevant power points on the front of the stage for the subwoofers (including fold backs).

Step 2 – Move the snake

- a) Found on left of cabinet - to middle of stage (or front of stage if music team is not performing from the stage).

Step 3 - Connect instruments to snake / set up mics

- a) Grab the android tablet from the black cabinet (key is found in cabinet behind sound desk, blue key tag)
 - i. Power it on (if it isn't already), and make sure you can connect to the mixer via wireless.
 - ii. Recall the "Default (do not change)" pre-set (**very important**).
- b) Grab the portable sound rack and connect the wireless receivers/power/check and change batteries for wireless mics where relevant.
- c) Instruct music team what port they should plug into, or check with them if they've already plugged in with what port.
 - i. Label the port on the tablet with what it is.
 - ii. Turn on 48v (phantom power) for mics/instruments that require it.
- d) Plug the lectern mic into the snake (turn on 48v for it).

Step 4 - Position the fold backs (3 from stage, 2 from WWEC sound gear under stage)

- a) Grab the church foldbacks from under the stage and speakers from on the stage and position them relevant to each performer/group of performers from the music team.
- b) Be conscious of the types of instruments who share a foldback i.e. pick instruments that do not drown out the other so people can hear their instrument.
- c) Connect the foldbacks to the Mix (aux) ports on the snake, starting with port 5 (port 4 is faulty).

Step 5 - Set gain for each instrument / mic

- a) Get each musicians attention. Tell them to speak/play as loud as they would during the performance.
- b) Set the gain until it hits the red, then turn it back slightly so it doesn't peak anymore (monitor carefully during set up as you may need to turn it down more).
- c) Repeat for each person until you have the gain for everyone.

Step 6 - Set foldback levels for performers

- a) Go to the group of performers around each foldback.
- b) Go to the mix (foldback), and turn the main volume up, then turn one of their instruments up.
- c) Have music team play so you can set the levels that group around the foldback prefer.
- d) Repeat for each foldback.

Note: as the music team start playing, the sound dynamics will change, meaning you will need to keep tweaking the foldbacks until everyone's happy. Make sure you ask them if they want any more changes before proceeding to the next step.

Step 7 – Create a group on sound desk for channels in use

Note: do not forget to include the computer channel

Step 8 – Set house speaker levels

- a) Do the overall volume mix of the music team.
- b) Set the High pass filter on the singer's mics.
- c) Set the gate levels on the singer's mics:
around 50ms attack, around 700ms release, adjust threshold dependant on how loud the performer is.
- d) Set the EQ appropriately for each channel (I personally find a lift in the low end, and a lift in the mid-high range sounds best).
- e) Pan channels appropriately (i.e. pan vocalists apart, pan guitar and piano part, etc.)

Step 9 – Set level for lectern mic / creche foldback

- a) Once the music team has finished practicing, get whoever is preaching to talk into the lectern mic to set the gain, sound level, and gate:
Gate around 50ms attack, 500ms release, threshold appropriately.
- b) Set the creche foldback level for just the lectern (so people in creche can hear sermon).

Step 11 – Monitor sound during service

- a) Monitor sound levels and adjust accordingly.
- b) Mute mics / instruments when not in use (help decrease unwanted noise and feedback).

Step 12 – End of service

- a) Mute all channels except for the computer to allow background music to play.

Step 13 – Pack up

- a) Recall the "Default (do no change)" pre-set.
- b) Shut down the sound desk computer.
- c) Power off all the speakers.
 - a. Power points on the front of the stage (for subwoofers and foldbacks)
 - b. Switch next to the 3 phase (main power) switch
- d) Pack up leads, foldbacks, mics, etc.
- e) Turn off 3 phase power.

Troubleshooting

Foldbacks

- Make sure they're turned on at the power point and on the speaker.
- Check the volume knob on the speaker.
- Make sure it's plugged in to the XLR port properly.
- Check that the mix volume for that foldback is turned up.

There's no sound coming out of the main speakers

- Is everything not working, or just one mic or instrument?
- Is the channel in question muted or turned down?
- Is the main volume turned down?
- Failing the above, sometimes the mixer will show that there's sound (the volume meters moving up and down) but there's no sound coming out. Try turning the mixer off (plugged into break out board on wall next to cabinet), then back on again. This usually fixes the problem.

Major issues with sound, need something quick?

- If all else fails, use the backup sound system.
- Wireless mic located near the large cabinet (the one the mixer is located) on the stage, to the right, on the wall.
- The PA system power switch is located on wall to the far left of the stage, close to the floor (to the left of the door where the chairs are stored).