AGCMCC SOUND SETUP PROCEDURE

Sunday Morning Worship

Call Time: 9 a.m.

- Check that the following microphones are setup and operating:
  - Choir (2 hanging)
  - Lectern
  - Pastor wireless
  - Co-celebrant wireless (make sure red light is on and bright, or replace the battery)
  - Piano (built-in)
- Check that the following monitor speakers are setup and operating:
  - Choir (2)
  - Piano (1)
  - Stage (1)
- If needed setup and check the following:
  - Praise team microphones (5) and wedge monitor speaker
  - Cantor or soloist microphone and wedge monitor speaker
  - Instrument clip-on microphones
  - Synthesizer (direct-in box)
- Be ready for sound checks:
  - Choir – 9:10
  - Soloist / Praise Team / Orchestra – 9:25
- Put tape in cassette recorder

AGCMCC SOUND OPERATING PROCEDURE

Sunday Morning Worship

Call Time: 9 a.m.

- 5 Minutes before the start of service
  - Turn Pastor microphone on
  - Verify co-celebrant microphone is off
  - Verify instrument microphones off
  - Verify all other microphones on
- Start of service
  - Regulate lectern microphone volume as needed for various announcements
  - Start tape recording and set level
- Offertory Choir Song
  - Bring choir microphones up almost all the way
  - Turn on any orchestra microphones as requested during sound checks, turn off after the song
- Sermon
  - Bring choir microphones down and any other ones that might pickup stray noise or whispering
- Communion
  - Turn co-celebrant microphone on while both Co-celebrant and Pastor are behind alter
  - Turn co-celebrant microphone off as the servers come up to get the elements
  - Turn master volumes all off during the distribution and communion songs
  - Stop the tape recording, label the tape, and put away
  - Turn the master volumes on as the final communion song begins
- Recessional Hymn
  - Regulate the volume for the praise team and any orchestra microphones used, turn the piano up a bit

Technology Team
Guide to Digital Audio Recording

Overview

Digital recordings will be created of each sermon to be uploaded to the web site to be available for downloading and podcasting. Recordings of other special events or services will be done at the discretion of coordinator of the event.

Once a month, recordings older than 20 weeks should be purged from the system. This includes deleting mp3 files from the web server, U:/ Dreamweaver/ AGCMCC folders, and the originals on the local drive at C:/ … Discretion may be used for archiving special recordings for longer. Archives should be stored at U:/ …

Audio recording and podcasting is the responsibility of the sound tech for that service or event and should be completed before leaving. Creating or altering directories and direct links on the web site to any recordings is the responsibility of the web master.

To Record and Podcast

The sound tech will freshly boot and log into the audio station (computer name Peter) before the start of the service or event using the credentials labeled on the computer.

Start the program " Propaganda"

Step 1: Record

Go to File -> Record
Click Record button to start
Click OK to end

The Label Recording window opens. Enter the following:
Title: *sermon or piece title*
Artist: *speaker or performer name*
Show: *leave blank for sermons, name of event for other*

Step 2: Edit the recording you just created using the tools in Propaganda

See a trained audio tech for further instruction

Step 3: Upload to the Website

To <u>podcast a sermon</u> use the following instructions:

Click the Publish button

The Publish window opens. Select "Use a conventional web host"
Click Next and the first window opens. Enter or verify the following:

Channel Title: *All God's Children Sermon Cast*
Channel Description: *Weekly sermons from All God's Children MCC in Minneapolis, MN.*
Show Title: *sermon title*
Show Description: *date in long form and speaker name*
Audio Format: *select 32kbps*

Click Advanced and the Advanced Publishing Settings window opens. Enter or verify the following:

Audio File Name: *date.mps in mmddyy format (ex. 061505.mp3)*
RSS File Name: *feed.xml*
Web Page File Name: *show.html*
Channel Link: *www.agcmcc.org*
Copyright: © *(Year) All God's Children MCC*
E-mail Address: *leave blank*

Click ok to close the window.

Click Next and the second window opens. Enter or verify the following:

Web Site: *www.agcmcc.org/sermon_casts*
FTP Server: *64.227.44.57*
FTP Folder: *html/sermon_casts*

Click Next. It will upload itself.
Note: Sometimes the ftp server will reject the mp3 file. If this happens and you get the error message similar to "Could not upload your podcast" then go back and redo Step 3.

For any non-sermon recording use the following instructions:

Creating Links to Recordings on the Web Site

The web master will be responsible for creating direct links on the web site to audio recordings.

Direct links to audio files should be created using the icon located at \images\icon_music.gif

MP3s of sermons will be kept in the folder \sermon_casts and are automatically uploaded there by the audio tech using Propaganda for podcasting the day of the service. As soon as possible, a direct link to these sermons should be made on the sermons_xxxx.htm file next to the corresponding title.

All MP3s of special services or events will be kept in the folder \streaming and must be uploaded via ftp from the U:\ drive to the web server. You will find the special

recordings prepared by the audio tech at U:\Dreamweaver\AGCMCC\streaming Then a direct link should be created to the file from the appropriate web page.

Burning Recordings to CD

The original master recordings are stored on the local C: drive of the audio recording computer for up to 20 weeks. Special recordings may be archived for longer. All CDs should be recorded from these original masters.

Sound Checklist – First Faith Worship

Event Information

Fill out the applicable sections for this event.

Date	Time In	Time Out
Sound Tech(s)		

Pre Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ All rack equipment on	☐ Fly speakers working	☐ Checked with Music Director
☐ Monitor amp on	☐ Wing speakers working	☐ Checked with Pastors
☐ Main power amp on	☐ All monitors working	☐ Wireless vocal mics working
☐ Wireless mic rack on	☐ Lecturn mic working	☐ Tucker mic working
☐ Lecturn mic setup	☐ Both choir mics working	☐ Murphy mic working
☐ Spare batteries on pulpit	☐ Piano mic working	☐
☐ Mixer levels set	☐ PING mic battery good	☐ PING mic working
☐ No cell phones within 10'	☐ PONG mic battery good	☐ PONG mic working
☐ Rack wireless mic batteries all at least 3 bars	☐ Podcast computer setup and ready to record	☐ Special mics setup and working
☐	☐	☐

Post Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Special mics and setups put away properly in closet	☐ Any special patching restored to normal	☐ Podcast saved with correct title and date
☐ Tucker mic gain set to 0	☐ PING mic shut off	☐
☐ Murphy mic gain set to 0	☐ PONG mic shut off	☐
☐	☐	☐

Notes

Note any information about this event that you want to convey to the TechTeam.

Sound Checklist – Second Spirit Worship

Event Information

Fill out the applicable sections for this event.

Date	Time In	Time Out
Sound Tech(s)		

Pre Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ All rack equipment on	☐ Fly speakers working	☐ Checked with Music Director
☐ Monitor amp on	☐ Wing speakers working	☐ Checked with Pastors
☐ Main power amp on	☐ All monitors working	☐ Wireless vocal mics working
☐ Wireless mic rack on	☐ Bass pickup working	☐ Tucker mic working
☐ Setup special instrument mics	☐ Horn mics working	☐ Murphy mic working
☐ Setup add corded vocal mics	☐ Piano mic working	☐ Prelude music cued
☐ Mixer levels set	☐ Drum mics working	☐
☐ No cell phones within 10′	☐ Spare batteries by piano	☐
☐ Rack wireless mic batteries all at least 3 bars	☐	☐ Special mics setup and working
☐	☐	☐

Post Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Special mics and setups put away properly in closet	☐ Any special patching restored to normal	☐ Instrument mics returned to closet
☐ Tucker mic gain set to 0	☐	☐
☐ Murphy mic gain set to 0	☐	☐
☐	☐	☐

Notes

Note any information about this event that you want to convey to the TechTeam.

Sound Checklist – Special Event

Event Information

Fill out the applicable sections for this event.

Date	Time In	Time Out
Sound Tech(s)		

Pre Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ All rack equipment on	☐ Fly speakers working	☐ Checked with Music Director
☐ Monitor amp on	☐ Wing speakers working	☐ Checked with Pastors
☐ Main power amp on	☐ All monitors working	☐ Wireless vocal mics working
☐ Wireless mic rack on	☐ Bass pickup working	☐ Tucker mic working
☐ Setup special instrument mics	☐ Horn mics working	☐ Murphy mic working
☐ Setup add corded vocal mics	☐ Piano mic working	☐ Prelude music cued
☐ Mixer levels set	☐ Drum mics working	☐
☐ No cell phones within 10′	☐ Spare batteries by piano	☐
☐ Rack wireless mic batteries all at least 3 bars	☐	☐ Special mics setup and working
☐	☐	☐

Post Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Special mics and setups put away properly in closet	☐ Any special patching restored to normal	☐ Instrument mics returned to closet
☐ Tucker mic gain set to 0	☐	☐
☐ Murphy mic gain set to 0	☐	☐
☐	☐	☐

Notes

Note any information about this event that you want to convey to the TechTeam.

Visuals Checklist – First Faith Worship

Event Information

Fill out the applicable sections for this event.

Date	Time In	Time Out
Video Tech(s)		

Pre Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Screen down	☐ DVD video to both screens	☐ Reviewed service order
☐ Front projector working	☐ DVD sound working	☐ Verified spelling on new slides
☐ Rear projector working	☐ DVD in/out cues verified	☐ Checked in with Tucker
☐ Front projector set to input 1	☐ Projection PC sound patched	☐ Checked in with Robyn
☐ Rear projector set to input 1	☐ Projection PC sound working	☐
☐ Front projector set gamma 4	☐	☐
☐ Projection PC freshly booted	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

Post Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Screen up	☐ Projection PC turned off	☐
☐ Front projector off	☐	☐
☐ Rear projector off	☐	☐
☐	☐	☐

Notes

Note any information about this event that you want to convey to team members.

Visuals Checklist – Second Spirit Worship

Event Information

Fill out the applicable sections for this event.

Date	Time In	Time Out
Video Tech(s)		

Pre Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Screen down	☐ DVD video to both screens	☐ Reviewed service order
☐ Front projector working	☐ DVD sound working	☐ Verified spelling on new slides
☐ Rear projector working	☐ DVD in/out cues verified	☐ Checked in with Tucker
☐ Front projector set to input 1	☐ Projection PC sound patched	☐ Checked in with Robyn
☐ Rear projector set to input 1	☐ Projection PC sound working	☐
☐ Front projector set gamma 4	☐	☐
☐ Projection PC freshly booted	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

Post Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Screen up	☐ Projection PC turned off	☐
☐ Front projector off	☐	☐
☐ Rear projector off	☐	☐
☐	☐	☐

Notes

Note any information about this event that you want to convey to team members.

Visuals Checklist – Special Event

Event Information

Fill out the applicable sections for this event.

Date	Time In	Time Out
Video Tech(s)		

Pre Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

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☐ Rear projector working	☐ DVD in/out cues verified	☐ Checked in with Tucker
☐ Front projector set to input 1	☐ Projection PC sound patched	☐ Checked in with Robyn
☐ Rear projector set to input 1	☐ Projection PC sound working	☐
☐ Front projector set gamma 4	☐	☐
☐ Projection PC freshly booted	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

Post Event Checklist

Please have a teammate √ each item as you verify that the task is complete. Mark with an X for tasks that are not applicable.

☐ Screen up	☐ Projection PC turned off	☐
☐ Front projector off	☐	☐
☐ Rear projector off	☐	☐
☐	☐	☐

Notes

Note any information about this event that you want to convey to team members.

CHANNEL ASSIGNMENT WORKSHEET

CHAN	PURPOSE	MICROPHONE	STAND / LOCATION
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