Chapel A

Set Up:

1. Walk-in and say “Hi” to everyone.
2. Check if batteries are ready and charging. If not, charge them first!
3. Walk up to the media booth and turn the key twice on the sound system to the on position to the right.
4. Turn on all the lightswitches.
5. Unlock the soundboard and take out the mouse and keyboard and turn them on.
6. Log in to the Mac. Use the AFam username.
7. Turn on the projector.
8. MUTE EVERYTHING on the soundboard and give the praise team the “OK” to set up.
9. Go back to the media booth and get PD’s and ST’s MIC ready.
10. Open Propresenter and make sure it is good to go and you have all the songs and announcements ready. If not, make the songs and announcements during practice.
11. Once the praise team gives you the “OK” to unmute things, unmute the band. Make sure the main is UNMUTED.

Tear Down:

1. MUTE EVERYTHING except for the music.
2. Get the two wireless MICs. Take out their batteries and charge them. Put the MICs in the silver MIC case and lock it up.
3. Do not tear down media unless you got the “OK”.
4. Once gotten the “OK”, shut down Mac and Windows.
5. Turn off ALL the light switches except white leds until tear down is complete.
6. Turn the key twice to the left on the sound system to turn off everything else. MAKE SURE TO WATCH EVERYTHING SHUT DOWN!
7. Turn off keyboard and mouse and place them on top of the sound board and lock it up.
8. Make sure everything is shut off before leaving.
9. Say “Goodbye”.

Chapel B

Set Up:

1. Walk-in and say “Hi” to everyone.
2. Walk up to the media booth and turn the key once on the sound system to the on position to the left.
3. Turn on all lightswitches and lower the projector screen.
4. Turn on the power strip.
5. Turn on the projector and TV.
6. Log in to the Mac. Use the JHAFam username.
7. Turn on Windows computer and log in.
8. Open ShowXpress and open the scene “Jhafam Friday” or “Jhafam Sunday”
9. MUTE EVERYTHING on the soundboard and give the praise team the “OK” to set up.
10. Go to the stage and plug-in or turn on the lights, monitor, etc.
11. Go back to the media booth and MICs ready.
12. Open “Slides” and make sure it is good to go and you have all the songs and announcements ready. If not, make the songs and announcements during practice.
13. Once the praise team gives you the “OK” to unmute things, unmute the band and balance main. Make sure main is UNMUTED.

Tear Down:

1. MUTE EVERYTHING except for the music.
2. Do not tear down media unless you got the “OK”.
3. Once gotten the “OK”, turn off the monitors, lights, etc. from the stage.
4. Get wireless MICs. Turn them off and put them in the foam.
5. Turn off the power strip.
6. Raise the projector screen. Turn off ALL the light switches except white leds until tear down is complete.
7. Turn off TV.
8. Turn the key once to the right on the sound system to turn off everything else. MAKE SURE TO WATCH EVERYTHING SHUT DOWN!
9. Make sure everything is shut off before leaving.
10. Say “Goodbye”.