



2025 SERVICE CHECKLIST

SOUND TEAM

TEAM LEADER

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SETUP

- ☐ Equipment Positioning
 - ☐ Big Boxy Subwoofers are positioned at the 4th chair in from the outside of each section. Flip the subwoofers so that the wheels face the back of the stage, and the screw hole is facing up.
 - ☐ Screw the metal poles in, put the big “Main” speakers on the poles into the furthest rear hole facing forward. All plugs should be facing rear, and the speaker should be level, not leaning forward.
 - ☐ Center small speakers positioned at the 4th chair from the inside of each section. They go on the top step of the stage, (not on the stage itself, one step below it). The speaker with red tape goes stage left.
 - ☐ Stage Box (BoH) goes on stage, behind or to the stage left of the musicians. Both covers must be taken off.
 - ☐ Front of House (FoH) box goes in the center of the theatre to stage left, in the gap in the 1st row of the upper left section. Top and back covers get put backstage, the front cover folds out to be a table.
 - ☐ Large rubber cable protectors must be placed between the stage left stairs that lead up to the upper seating section and the white fence at the corner of the stage wing. Position them so that they feed from the gap between the bottom stair and last chair to the corner fence post.
 - ☐ The Piano must be moved from back stage left to the stage left wing. Musicians will help you with exact positioning.
- ☐ Speaker/BoH Cabling
 - ☐ Red and Green tipped XLR cables go from port “A In” of both the large main (top) speakers and subwoofers to the red and green BoH ports. They run down from the back of the subwoofer to the first step, then along the first step all the way across the stage to the BoH box.
 - ☐ Blue Power bricks are found in the bottom drawer of the BoH box. They go on the stage right next to the subwoofers, directly to the left or right of them, and power is run from them with the blue tipped power cables to the mains and subwoofers.
 - ☐ Black mesh combo power/XLR cables go from the port directly below “A In” on both large main (top) speakers to port “A In” of both small center speakers. Power goes from the small center speakers to the blue power bricks next to the subwoofers.
 - ☐ Long thick blue tipped circular power cables are run from both blue boxes next to the subwoofers, and plugged in backstage into an open outlet. Another cable is run backstage for the BoH box

- ☐ We will need 4 mic stands and 6 music stands. Two of the music stands go between the stage left speaker tower and the piano to keep people from walking that way.
- ☐ XLR cables are run for all 6 microphones from the BoH boxes to the mic stands. One for Piano, Mandolin, Guitar, and three vocalists. Vocalists/Musicians will help know which mics to use.
- ☐ Monitor cables (RJ-45) are run to each vocalist stand and plugged into the “PoE” port of each monitor. Vocalists/Musicians can help with this.
- ☐ FoH Cabling
 - ☐ Long thick blue tipped circular power cables must be run from the FoH box to the outlet on the wall stage left. Run it behind the row of chairs, through the cable protectors, along the gap between the stage and carpet, then behind the metal pole to the outlet. It should just barely reach, you will need to pull most of the slack out.
 - ☐ The dSNAKE cable, (bottom drawer of FoH box), must be run from the “dSNAKE” port of the FoH box to the “dSNAKE” port of the BoH box. Run it the same way you ran the power cable, but then follow the wall until you get to the BoH box. Ensure both cables are safe in the cable protector.
 - ☐ Tape down the following cables:
 - ☐ The FoH power and dSNAKE cables need to be taped down along the border between stage and carpet. Ensure the cables are taught along this stretch when taping it down to avoid people tripping.
 - ☐ The stage right speaker tower power cable must be taped down from the tower all the way along the floor to the backstage wall. Multiple people will walk over this cable during the service/communion, so ensure it is taped all the way down.
 - ☐ The cable between the stage left tower and stage left center speaker must be taped down into the top stage step. This is to ensure people do not trip over it as they are leaving the stage after communion.
 - ☐ The Antenna array for the wireless microphones is in the 2nd drawer of the FoH box. Screw the fin into the stand, then plug in both cables of the antenna cable in that drawer. Screw in both side “ears” to the fin, and plug the antenna cable into antenna ‘A’ and ‘B’ at the bottom of the FoH box.

PRE-REHEARSAL SOUND CHECK

- ☐ Powering On
 - ☐ First, power on the FoH box. Log in as “advanced”
 - ☐ Password: “rosewood1”
 - ☐ Next, turn on the BoH box. Ensure that you can see signal coming from the microphones on the indicator LEDs on the FoH box and that the “Main” fader is muted (red).
 - ☐ Then, turn on all 6 speakers. Before unmuting everything, ensure that no channels are peaking and unmuted. ALSO ensure the gain for each speaker is as follows:

Main



Subwoofer



Center



- ☐ In the middle drawer of the FoH box, there should be a Bluetooth speaker. Behind the mixing console, there is a small black box with a big circular power button on the front. Press and hold it down until the lights on the box come on, then turn on the Bluetooth speaker. It should start playing the same mix that is going through the loudspeakers. Take this Bluetooth speaker to the nursing mother's room.
- ☐ Scene Selection and Mixing
 - ☐ On the mixing console press "Scene", then load the "NSP Worship" scene. Ensure these channels are not peaking, then unmute "vox" and "band" and fade in all of the instruments.
 - ☐ For the worship service, "band" should be sound -7db, and "vox" should be around -5db.
 - ☐ Once the service is over, mute "vox" and "band", and STOP THE USB RECORDING, (see below).
- ☐ Recording
 - ☐ Insert the USB Drive into the USB slot in the top right of the mixing console. Go to "Utility", and "USB-Utility", then hit "Format" to format the USB drive.
 - ☐ On the mixing console go to "Utility", then "SQ Drive", then the "Multitrack" tab at the top. Press the red record button to arm it, then the Play/Pause button to start the recording.
 - ☐ IMPORTANT: Once the service has finished, you must go to the same menu and press stop on the recording BEFORE removing the USB drive. Failure to do so may corrupt the recording.

TEAR DOWN

- ☐ Speakers
 - ☐ First, power off all 6 speakers. Make sure you do this before powering off anything else. Once they are powered off, you can unplug all cables:
 - ☐ All 4 short power cables and both blue metal power bricks go in the bottom drawer of the "stage" (BoH) box.
 - ☐ All other speaker cables go in the blue plastic bin
- ☐ BoH
 - ☐ Power off the BoH box, then unplug all 6 instrument XLR cables, 4 monitor cables, the blue power cable, and the "d-snake" cable. Do not unplug any other cables.
 - ☐ The blue power cable goes in the blue plastic bin.
 - ☐ All XLR and monitor cables go in the purple plastic bin.
 - ☐ The d-snake cable goes in the bottom drawer of the FoH box.