

The Refuge Bible Fellowship

Service Checklist

Sound Ministry

Emergency Contacts:

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Before Service

1. Set up the stage according the scheduled worship team
 - a. Remove extra monitors, mic stands and music stands
 - b. Mic guitar and bass cabs
 - c. Run direct box for acoustic(s)
 - d. Use the Shure SM58s for vocals and use the Nady for the podium
2. Double check all the channels on the console are muted
3. Turn on the monitor amp
4. **Put NEW batteries in the wireless pack before every service**
 - a. There are two sets of AA batteries. One set should always be charging, the other in the pack.
 - b. Line check the wireless headset
 - c. Make sure the podium and wireless are NOT coming through the monitors
5. Sound check the worship team
 - a. Be cognizant of the stage volume vs. the house.
 - b. Don't hesitate to ask someone to play quieter or turn down.
6. Play music immediately after sound check
7. Sunday morning production meeting at 8:10am in the youth room

During Service

1. Coordinate with the media ministry on playing videos
2. Mute the other channels as to eliminate feedback through the monitors
3. Set channel EQ for the speaker to give it a more natural tone.

Post Service

1. Play music immediately after benediction
2. Mute all the channels on the console
3. Wait till the Pastors and Elders have finished praying in front of the stage
4. Turn off the monitor amp and leave the console on.
5. Gather the mics, direct boxes AND the wireless pack (from the speaker) and put them away.
6. Remove the cabinet and vocal mic stands from the stage.
 - a. Leave a boom mic stand and the Nady mic at the podium
7. Remove the music stands
8. Straighten up the cables
 - a. Coil the cables behind the monitors according to the default stage plot

