

SALEM A/V TECH CHECKLIST

(Fall 2021)

- Arrive by 9 AM
- Review printed Worship Program / consult with pastor
- Turn on sanctuary sound system

In “studio” room:

- Turn on & set up laptop for running live stream service (laptop may be in main office)
- Turn on iPad #1 for audio mixer – set wifi to Sound System wifi network
- Set up iPad #2 for video recording special music; set in position on chancel or floor
- Keep iPad #1 with you

In “worship equipment” room:

- Gather mics (wireless & cabled), mic cables, mic stands, music stands, etc.
- Test wireless mic batteries

Pre-Service:

- Assist musicians with setup
- Test all mics
- Perform sound check with musicians, pastor, other speakers/vocalists
- 9:55 AM: Turn on live stream recorded video – check total time to return to end live stream

During service:

- Monitor & adjust mic levels on iPad #1 mixer
- Video record special music performer with iPad #2
- Turn off live stream (usually 10:30-ish)

After service:

- Turn off Sanctuary sound system
- Return iPads to studio room. Shut down laptop.
- Return mics, cables, stands, etc. to worship equipment room (remove batteries from wireless mics)
- Lock doors to worship equipment room and studio room