



Olson Farms Production

Audio Engineer (AM)

Revised 09.23.2020

Before Service

- Turn on Sound Board Console (toggle on back of board)
 - Account: Admin / Password: itownworship
- Power on PA (Touch screen to the left of the sound board)
- Recall Vocal Presets (based on vocalists in planning center)
- Fade Main and Subs to -10 and Program to unity
- Open Qlab
- Sync Clocks with CG-A, CG-B & PVP
- Prepare and check Pastor/Speaker Mics
- Mix Rehearsal (helping band with in ear mixes as needed)

After Rehearsal

- Test Videos with Production suite
- Set Commons (lobby) volume to +10
- Take FOH iPad out to lobby for huddle
- Huddle (7:45am)
- Fade out huddle music when appropriate
- Set Commons to 0 and UNMUTE all zones on QSYS panel
- Fade up Walk In Music
- Huddle with Team (8:00am)

Service

- Countdown
 - MUTE DEMBED A & PVP and UNMUTE B (Set to unity) for Countdown
 - UNMUTE Band & Vocals at 60 second mark (alert band)
- Mix Worship (93 dBA Slow Peak Volume)
- Ministry Moment
 - UNMUTE Pastor/Speaker Mic as they are walking on stage

(SEE BACK)



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- Meet & Greet
 - MUTE Vocals, Band, and Pastor/Speaker mic
 - Click play on QLab and fade up
 - Get on comm and alert producer on room status for next transition
- Video Announcements / Bumper
 - UNMUTE DEMBED B (CG-B)
- Message
 - UNMUTE Pastor/Speaker Mic and fade UP & wait for call from Producer
 - Fade UP Nord for Pad Point (CG-C to alert)
- Alter Call
- Commitment Song
 - UNMUTE Band/Vocals and fade UP
 - ↳ after they take the stage / alert worship
- Alter Call
 - Fade DOWN Band and MUTE Vocals
- Dismissal
 - Start Qlab Post Playlist
 - Fade UP
 - MUTE Band

After AM Services

- Ensure all Mics/Packs are docked for charging
- Complete checklist (leave any updates/notes on back of checklist) and give to producer

Additional Notes:

Name: _____

Date: _____