



Olson Farms Production

Audio Engineer (PM)

Revised 09.23.2020

Before Service

- Recall Vocal Presets (based on vocalists in planning center)
- Fade Main and Subs to -10 and Program to unity
- 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 (3:45pm)
- 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 (4:00pm)

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
- 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
 - Projector Screen DOWN / Shutter OPEN (midway)

(SEE BACK)



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- Video Announcements
 - UNMUTE DEMBED B (set at unity) (CG-B)
- Video Message & Alter call
 - UNMUTE DEMBED A (set at unity for bumper, then fade down to -5 at message transition)
 - MUTE DEMBED B
 - Fade UP Band at end of video
- Closing Announcements
 - UNMUTE Pastor/Speaker mic
 - Projector Screen UP / Shutter closed
- Dismissal
 - Start Qlab Post Playlist
 - Fade UP
 - MUTE Pad/Band

After PM Services

- MUTE ALL Zones in QSYS (after everyone has left the campus)
- Turn OFF PA
- Turn OFF Sound Board
 - Home Button → Shut Down
- Ensure all Mics/Packs are docked for charging
- Complete checklist (leave any updates/notes below) and give to producer

Additional Notes:

Name: _____

Date: _____