

SERVICE CHECKLIST - WC

Stage Manager

SERVICE DATE: _____

CREW: _____

Pre-Rehearsal

Prep Stage (*before Production meeting*):

- Move pulpit to lower stage
(Fleming preaching)
- Move sm. round table to lower stage
(Trammell preaching)
- Move "White Balance" Card to pulpit
- Power up remote camera in orchestra
- Power up Teleprompt TVs
- Power up West Wing TV
- Power up Choir Loft Escape lights*
- Close black, side curtains
- Set out mics and in-ear packs for Jeff

Production meeting (6:45):

- Note any changes to service and mark on service flow cards for distribution

Check batteries and replace (if needed):

- Baptistry Mic
- Emergency Mic
- Floor Mic
- Praise Team Mics
- Pastor Mic
- Special Event Mics
- Praise Team & Band In-Ear Monitors

Perform Sound Check:

- Pastor Mic
- Floor Mic
- Emergency Mic
- Baptistry Mic

Prep Choir Room:*

- Power up Audio System
- Check Brent's Wireless Mic

Rehearsal (7:00)

- Pull packs 1, 2, 26, Fleming/Trammell/Medina mics, & E6 for baptistry (*if needed*) & Test w/ Sound Op
- Test mics 2, 3, 4 & 26 once audio consoles have been switched to Spanish service "Scene"

FIRST SUNDAY OF THE MONTH ONLY:

- Replace batteries in guitars:
 - Brad
 - Coalo
 - Bass Player English
 - Bass Play Spanish

Pre-Service (English services)

- 8:00** - meet pastor at Chapel door to wire mic and give Chapel body pack (provided by Chapel sound op)
- Inform security of anyone who may be approaching stage from floor or any other "out of the ordinary" situations for that day
- Lock microphones:
 - Emergency
 - Floor
 - Praise Team
 - Pastor
- Distribute Service Flow Cards:
 - Baptistry (1)
 - Pastors (2)
- 9:00** Check on choir rehearsal for any audio issues*
- 9:15** Meet pastor in back hall & give WC body pack 1
- 9:25** Keep Praise Team apprised of 5 min countdown

Service (English)

- Strike Brent's Music stand before Message*
- One SM must be positioned at monitor console at all times to assist with any microphone problems
- Check on Baptism status and communicate to Producer

Pre-Service (Spanish)

- Strike pulpit from lower stage
- Move small round table to lower stage
- Check all batteries

Service (Spanish)

- One SM must be positioned at monitor console at all times to assist with any microphone problems
- Check on Baptism status and communicate to Producer