

Stage Manager: SPECIALIST

I. Terminology

- A. Upper Stage
- B. Lower Stage
- C. Monitors
- D. White Balance

II. Stage Directions

- A. Stage Right vs Stage Left
- B. Downstage vs Upstage

III. ClearCom

- A. Wireless belt packs
- B. Batteries
- C. Talk Button
- D. Listen Volume
- E. Intercom Etiquette

IV. Wireless Microphones

- A. Battery Installation
- B. Power Up/Power Down
- C. Locking
- D. Beltpack vs Handheld
- E. Ear Mic
 - 1. Wiring
 - 2. Mic placement
 - 3. Medical Taping
- F. Testing w/ Sound Engineer
- G. SM stationed at Monitor Console during service

V. Changes to Service

- A. How to communicate changes
- B. Who to communicate to

VI. Worship Center vs Chapel

- A. Responsibilities
- B. Tasks
- C. Pastor Mics

VII. Production

- A. Checklists
- B. Dress Code
- C. Call Times
- D. What to do when late
- E. Production Meeting