

**Lansing United Church of God
Running Sound System During Services**

Check List

Run Sound System During Services

Main Responsibilities:

Review sound system setup by the Set-up Crew and make sure everything is connected.

Perform a sound check to make sure sound system is working properly.

 Microphone – battery is good

 Both speakers are working

Adjust speakers (height, placement) to avoiding ringing, etc.

Check set up of Wireless room transmitter next to amplifier.

Check set up of wireless receiver in hallway.

Set up the computer

 For Song services

 For Recording Messages and Announcements

Coordinate with Song Leader on song selections – page numbers and song availability

Coordinate with those giving special music to provide them with what they need. Set up wiring for electric piano if needed.

Set up video projector and audio from DVD player if needed.

Adjust sound during services to avoid too soft or too loud speech or music.

Start Music per Song Leaders introductions.

Monitor and adjust sound volume for prayers.

Start the recording on the computer for each message and announcements.

Provide mp3 files to Web master for loading on Web-site.

Make CDs for those who request them.

Turn-off computer and put away.

Help the Takedown Crew put away sound equipment.

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Execution of Responsibilities

During the month you committed to, you are responsible for running the sound system.

The computer should be set-up no later than one-half hour prior to the start of services.

If you are unable to be there for one week, you are responsible for contacting one of the alternates to run the sound system for you.

If an alternate is not available then you should trade with one of the other volunteers.

Out of consideration for the other volunteers, if you are not able to be there to run the sound system, please give as much advanced notice as is possible.

Thank-You

Thank-you for your willingness to help and for making Church services flow more smoothly. You are making the load lighter for everyone concerned.