Tech Team

Quick Summary: set levels on the soundboard before the service. Click the Power Point during the service.

1. Arrive about 30 minutes before the service.
2. Set up laptop if it’s not already done. Turn on projector and open up Power Point. Plug in clicker.
3. Label each singer’s mic with blue tape on the soundboard. Balance levels for musicians. These levels should be good for the rest of the service.
4. Check lectern mic to be sure it’s on and has sound. If Pastor is available also check that mic.
5. Sit at or near the soundboard during the service (or be ready to quickly run over to make an adjustment). Notice especially the level at the lectern mic because different people use this one during the service. This is the one most likely needing adjustment.
6. Adjust main volume as needed.
7. Click through the Power Point slides as needed throughout the service.
8. After the service turn off the projector, turn off the laptop, and turn off and cover the soundboard.
9. Return the laptop and clicker to closet in the office.