

CHECKLIST



Days Before

- Get worship band song list and learn the mix (listen to it on Spotify, Rdio, YouTube, etc.)
- Confirm the musician roster (musician name, instrument and/or vocal)
- Develop a stage plot with name, instrument and/or vocal, power needs, and input number.
- Get a service order and additional audio needs such as “play backing track for soloist” or “band uses tracks on song ABC.”

Before the Soundcheck

- Confirm musician roster and song list.
- Place floor monitors in-line and close to musicians. If using in-ear personal mixing systems, make sure personal mixer channels are correctly labeled and routed.
- Use a logical channel layout on house mixing console; vocals next to each other, drum microphones channels together, etc.
- Group channels appropriately for easy volume control (vocals, guitars, drums, etc.).
- Make sure last week's settings have been cleared (gates, compressors, etc.) - important step when band changes or channels change.
- Engage phantom power for required channels.
- Perform battery check; rechargeable batteries charged, new batteries in place, old batteries with acceptable life, etc.
- Check instrument microphone placement (drums, guitar amp microphone, etc.)

- Check direct box connections; input cable to input jack, output jack to output cable.
- Perform safety check on stage; walking paths clear of cables and gear, cables secured to stage if in path, etc.
- Power up equipment in proper order; power amps on last. Check power lights on equipment to ensure they are on.
- Perform a line check. Do this before the soundcheck if musicians or another person can help, otherwise do at start of soundcheck.
- Check with all musicians present. Confirm every input sends a signal to the console.

Soundcheck

- Set gain for each channel. Remember the need for a high signal-to-noise ratio, maximum gain-before-feedback, and leaving headroom to avoid distortion so adjust gain accordingly. Tip: start with fader at zero and increase gain to meet expectations.
- Run the master fader a little louder to account for lack of people in the seats. Or, run it just under unity and boost once the service starts. Either way, people soak up sound so account for that.
- Perform a rough volume balance so lead vocals are on top and other channels fall in place.
- Perform a rough channel EQ - no more than fifteen seconds spent per channel.
- Set monitor mixes for floor wedges. If using in-ear systems, allow musicians to set monitors.

CHECKLIST



- Blend and contrast channels; backing singers blend, lead guitar stands out over rhythm, etc. Add in effects as needed.
- Note who leads each song - important if worship team has multiple singers.
- Note any instrument solos for appropriate mixing - important if arrangement differs from the original recording.
- Walk the room to ensure an even-sounding mix in a majority of the room. Make mix adjustments if appropriate.
- Check spoken-word microphones such as pulpit microphones, handhelds, and the pastor's microphone.

After the Sound Check

- Check with musicians for gear problems.
- Check with musicians for monitor levels problems.
- Check battery levels on wireless devices. Lock device settings if possible.
- Prepare for service recording and/or live streaming (computer recording, CD, etc.)
- Relax, you've got everything ready for the service.

Footnote: Some processes, like developing a stage plot, may be the job of a technical director or other person. In such cases, follow their lead.