

## TUCO Sound Booth – Procedures

### Preparing the Sanctuary – Prior to the Service:

#### I. Make sure you are on time. (Probably 30 minutes early; 45 minutes early for the 10:30 Last Sunday Family Worship)

- a. To install a new battery in the hand-held mike(s), if needed.
  1. The NEW hand-held mike has a battery indicator on the side. It uses 2 AA batteries.
  2. With the OLD hand-held, if the light flickers, it needs a new battery.
  3. Recycle old batteries: 9 volts behind the glass in office. AA's in the barrel-jar, by the drinking fountain.
  4. Do a sound-check to make sure that the “mute switch” is off.
  5. Rotate the protective cap so that users do not accidentally mute or even turn off the mike.
  6. When in doubt about how much life is left in a battery, REPLACE it.
- b. To deliver the hand-held mike (in a box or bowl – so it doesn't roll..... and fall onto the floor) to an inconspicuous place at the front of the sanctuary.
- c. To check all the hearing assists before you deliver them to a place next to the service bulletins.
  1. Turn each one on. If any of the (green or red) lights don't work, replace the batteries.
- d. To ensure that the podium mike is plugged in – make sure to sound-check it also.  
(Activate its slider in order to check if it's operating adequately.)
- e. To coil the excess mike cord below the floor grates of the podium (for aesthetic reasons).
- f. To identify and resolve any unanticipated complications (moving furniture, finding equipment, e.g.).
- g. To check with the pastor(s) for any special instructions.
- h. To turn the balcony lights on. They are located by the door – on the far side of the

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balcony.

1. Dee uses the balcony lights to signal that the bell needs to be rung 11 times.

### **2. Turn on the mixer board and equipment.**

- a. The toggle switch by the wall is now NOT USED FOR ANYTHING.

- b. Locate the black (under a black moveable cover) switch
  1. Under the counter, on **The Furman**, marked “20 amps”.

2. Turn on this switch – and then wait at least 10 seconds before....

3. Toggling the (main power) white switch under the counter.

- c. The electronics need time to ‘pull their acts together’. This is the reason for the 10-count.

- d. Use the same sequence (in reverse-order) and the 10-second rule – when shutting down at the end of the service.

### **3. After opening the windows to the sanctuary, lift up all 8 antennae – rabbit-ear style.**

- a. This is necessary for optimum performance. (It had not been done in the past.)

### **4. Turn off any receiver that will not be used.**

- a. Potential consequence(s) of not doing so:

1. Loss of quality,

2. ‘Popping’ noises,

3. Receiving strong outside signals. (Previous guests: Olympia Police, First Baptist Church...)

### **5. Make sure to wait until the lavalier(e)s are in the sanctuary before you activate the respective slider(s).**

- a. Potential consequences for not waiting:

1. popping noises during installation,

2. possibility of servers not being muted – hearing conversations, toilets flushing....

### **6. If you know an untrained person will use the hand-held mike, charitably provide instructions to them for holding the mike:**

- a. Keep the mike close to their mouth (about 1-2” away) – at all times – like eating a carrot or a hotdog.

- b. They don’t need to adjust anything on the mike – that is done by you in the Sound Booth.

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c. They don't need to tap it or ask, "Is this on?"

**7. Our Choir Director, Dee Morton, has established a routine of which we need to be aware:**

a. 10:15 Music

b. 10:25 Dee will stop playing and switch on the balcony's last bank of lights. (If aware, you can see/hear this cue.)

1. This is a cue for someone (usually an usher or designee) to "ring the bell".

**2. We should be aware – If someone isn't ready to "ring the bell", we should - (11 times).**

**8. Insert the recording tape. Reverse tape to left. Set the counter to zero. Make sure you take the machine off PAUSE.**

### During the Sunday Service:

**1. Adjustments on the mixer board for differences in vocal attributes:**

a. "**High**" – Tendency is to **FIRST** turn the "**High**" attributes **down** – until the shrillness or fuzziness leaves.

b. The **NEXT** adjustment will be to '**warm-up**' the voice by **adjusting the "Low" Setting.**

c. **THIRD**, adjust the top "**Mid**" control – to reach a level of 'intelligibility' – **does it sound right?**

d. **FINALLY**, adjust the "**Lo-Mid**".

1. This is tied to the control just above it.

2. It **regulates the volume that the MID achieves** in relation to the "**HIGH**" and the "**LOW**".

**2. Pay special attention to the pastor. He/She may signal you.....**

a. When something doesn't sound right,

b. When he wants a certain slider increased or decreased, or

c. For other reasons related to the audio.

**d. Amy may also signal you. Her signal is more subtle than Mark's!**

**3. Be sure to turn off the receiver for any device which will not be used.**

**4. Use the slider only for mikes being used – but ANTICIPATE what will be used next – and act accordingly.**

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- a. For example, if someone is reading a scripture (and you have activated the slider on lavalier-1),
- b. and you know Amy will speak next, activate her slider so that we don't miss the beginning of her words.
- c. If we're not "on our toes" with these maneuvers, it becomes embarrassing for both the (muted) speaker as well as the Sound Booth technician.

5. Be aware when two senders are precariously close to each other – and begin to compete”:

- a. Pastors should be especially careful:
  - i. With the Children's Message, Mark and Amy's lavs, as well as the handheld may be too near each other.
  - ii. If a pastor intends to have the children's voices heard, perhaps – from the get-go – you should position the handheld away from your body and ready to direct to a child (while consciously using only your lav for your voice).
  - iii. Same is true when welcoming comments from the congregation: hold the handheld away from your body.

6. Other:

### **After the Sunday Service:**

1. Collect the hand-held mike(s).
  - a. If the light is blinking, recycle the old battery (office or barrel) and install a new battery.
  - b. Make sure the mike is turned off.
2. Wait for all the hearing-assists (5-6?) to be accounted for – before you collect the basket.
  - a. Turn off all hearing assists – if they are not already turned off.
  - b. Replace batteries for any hearing assists that need a battery. (The light doesn't work, for example)
3. Reverse the tape to the beginning – and put it in Mark Dowdy's mailbox in the office (or counter).
4. Put the antennae down.

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5. Close the front windows and secure the locks.
6. Turn off the white switch first. Wait 10-seconds. Turn off the black switch.
7. After collecting all your personal effects, turn off the light, and lock the Sound Booth.
8. Replace the key.