

**Light and Sound Checklist in Upper Anderson  
for Montreat Presbyterian Church Services**

*updated April 28, 2022*

**Turn on main overhead lights (wall switch).**

FYI: blocks of overhead lights (rows of 3-4) can be faded up or down using fader switches on the wall behind the sound booth.

**Get the tabletop mic stand** from the vestry (locked closet); place it on the pulpit.

**In the breaker closet (lake side)**, engage the breaker for the UA stage dimmers. Then close that closet door, making sure it's unlocked (it's loud in there).

**Behind the sound booth:**

Make sure power is switched on for both the sound board and the light board.

IF THE UPPER WINDOWSHADES ARE DOWN, use the wall unit to raise them.

IF THE ONSTAGE SCREEN IS DOWN: raise it using the wall switch (metal).

**SOUND**

In a drawer under the sound board, find the two handheld mics (15 and 16). Switch both on. Make sure they have adequate batteries.

On the soundboard, make sure:

- master faders are up (two red faders to the right of the individual faders)
- faders marked 15 and 16 are up
- unmute the particular faders to be used (red light on = muted)

Test mics by talking into them.

Note that if even a small handful of people are talking in the room, you really cannot get an adequate sense of how the sound will be during the service. **It will be most helpful to do sound checking before anyone else is in the room.**

If the choir or an ensemble is rehearsing, they go from 9:00-9:30 A.M. You can either finish your sound check before 9:00, or just wait until the choir is finished and do the best you can as people are already beginning to come in at 9:30.

Put mic 16 in the mic stand. Mic 15 is a backup.

**If you start everything up and there is no sound**, check to see that the toggle switches on each piece of equipment are on—occasionally an amp will have been switched off by a previous user. Check the equipment on the shelves down close to the floor, where it can be hard to see all the switches.

Be ready to raise or lower fader(s) *if necessary* during the service, but once they are set, they should generally be left alone. The pulpit mic stays “live,” so speakers will need to step away from the pulpit when they don’t want to be broadcast (during singing or between speaking parts). **Note that everything around the mic can always be heard by people using the hearing assist devices.**

Each fader has small adjuster knobs. Be super judicious about these. However they are set is *probably* where they need to be, but a **tiny, tiny** tweak *may* be appropriate—or might be catastrophic, so be extremely cautious.

Remember that **adding volume does not necessarily help people hear better;** sometimes that can simply make the sound murkier and cause some of the frequency to feed back on itself.

## LIGHT

- **Turn on the overhead stage lights** using two white switches (in one unit) on the wall behind the booth.
- **On the light board**, the power switch is at the top left.
- **Turn up the fader marked “master”** (to the left of the X and Y faders)
- **EITHER “X” OR “Y”** fader needs to be up, but only one or the other. Use the corresponding faders (X line or Y line) to adjust light on both the STAGE as well as on the MIDDLE PLATFORM.

General lighting notes:

### 1. **Not too bright:**

- a. You don’t want to blind the people who are speaking or singing.
  - b. When lights are too high, it has an abrasive feel. This is not a conference room or surgery theater, but an environment to foster spiritual enrichment.
- **Gently illuminate the cross.**
  - Add warm light to the left and right stone walls to “open up” the space.
  - Illuminate the pulpit so as to highlight it and the speaker, but don’t make it a tanning bed or a food warmer. The speaker needs to be able to see the congregation clearly without being distracted or blinded by Klieg lights.

2. Sometimes the light fixtures are not aimed exactly where we would like them to be. Alas, the only thing that can be done about that is when MRA, which owns the room and the equipment, has the fixtures manually adjusted. We are only one entity that MRA deals with, and our worship is one of many various room needs.

**After the Service:** Be sure to put all things back as you found them.

**Random:** If you ever need anything from the storage cupboard in the lakeside storage room, the padlock combination, reading top to bottom, is M-O-N-T. ■