

Albuquerque Central SDA Church



Audio/Visual/Streaming Standard Operating Procedures Live Stream Soundboard

Mission Statement

“So then faith comes by hearing,
and hearing by the word of God.”

Romans 10:17

Vision Statement

Do our best to provide God with
the finest platform to spread His Word

Colossians 3:23 - Mark 13:10

Standard Operating Procedures: Live Stream Soundboard

This position is located in the Production Office. The primary job is to ensure the proper microphones and channels are active as needed and maintain a proper volume.



PreSonus 32ai Soundboard

It is necessary to maintain an awareness of the current situation at all times. You must be alert to who is using or going to use which microphone and when.

You will be required to arrive between 8:30 and 8:45am to prepare for rehearsal. The Praise Team rehearses at 9:00am and Special Music conducts a Sound Check at 10:30am.

There are three main areas that need attention.

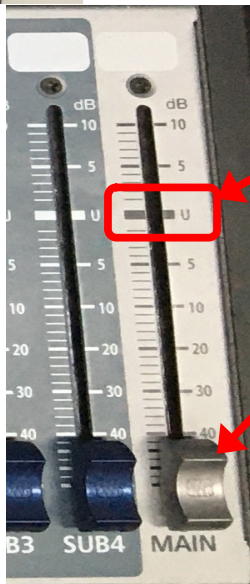
1. Gain/Trim knobs
2. Mute buttons
3. Channel Fader (Volume) and Master Fader (Volume)



Gain/Trim Knob: This determines the amount of signal entering the soundboard.

Mute Button: This activates or deactivates the channel.

Channel Fader: This determines the amount of signal going to the Master Fader



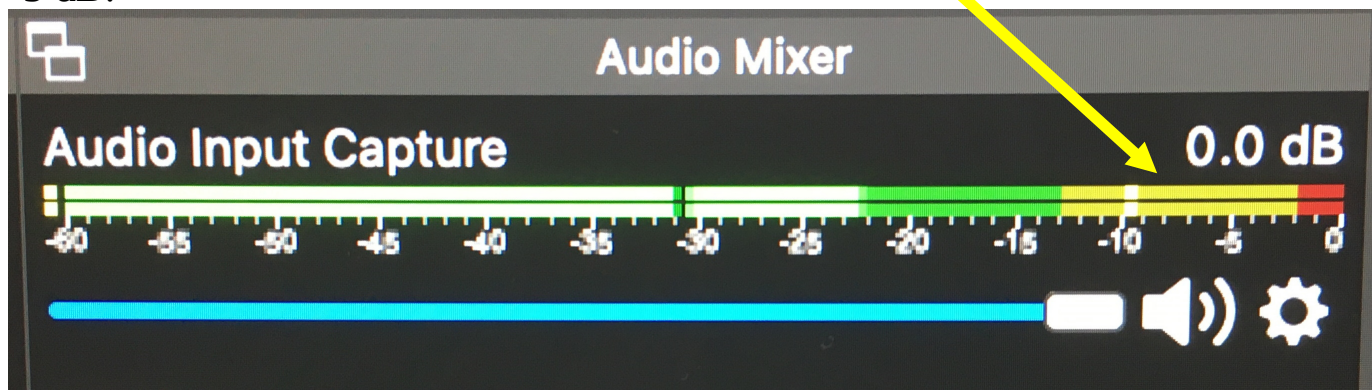
The Unity position: Setting the faders to Unity means the sound is not getting louder or quieter than the sound entering the board.

Master Fader: This determines the amount of signal going to the broadcast computer via the Video Director

The recommended operating procedure is to set all faders to the Unity Position, as indicated by the “U” on each channel and the Master. Then set the Gain/Trim knobs to a comfortable listening level.

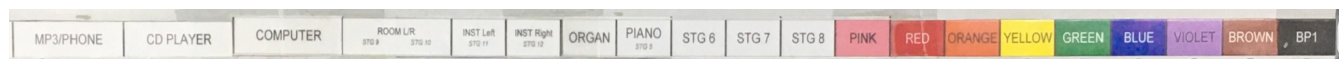
NOTE: *The normal procedure used by bands and other venues with multiple instruments and vocalists is to “Set a Gain Structure” and then adjust the faders as appropriate. We do NOT use this method here. Reason being, the most “control” over a channel’s volume is at the unity position.*

The goal of this position is to keep the incoming “peak” signal of the Broadcast Computer (iMac) in the middle of the YELLOW area between -10 & -5 dB.



We use many channels simultaneously during the Praise/Worship songs including the colored microphones, Piano, Organ, Inst Left on stage right and Inst Right on stage left for additional instrument players. *See Channel Lineup.*

Special Music sometimes uses MP3 files (from the FOH Computer), CDs or other 2 track music. Their Gains are already preset for optimum level, however amateur music tends to play at various volumes.



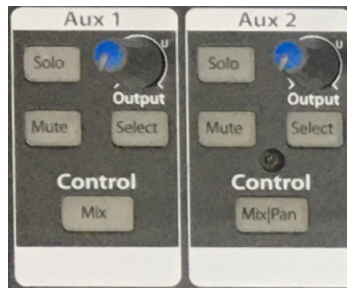
Channel Strip Lineup

Channels 1 thru 8 are not connected to any sources

Channel 19 is the Organ input for the Production Office’s soundboard only

Channels 21 thru 23 are connected to Stage Inputs 6 thru 8 and are not normally used, but still available.

Auxiliary Outputs (Buses)



We use two Auxiliary (Aux) Outputs (Buses). Aux 1 & 2 are used to send the Main Outs, back to the Sanctuary Soundboard for monitoring, if the Sanctuary Soundboard Operator needs to remotely control the Production Office's Soundboard.

These need to be unmuted at all times.

Mute Groups



Using Mute Groups is a faster way to turn on/off multiple mutes. The following list explains each groups use...

1. Mutes all channels & buses not being used
2. Mutes Stereo Track channels (MP3/Phone, CD Player, Computer)
3. Mutes the Instrument Mics L & R
4. Mutes the Piano and Organ
5. Mutes all Vocal channels
6. Mutes the Speech channels (Brown and Beltpack [BP])

NOTE: Two or more Mute Group buttons, may be pressed at the same time, for a faster transition from one group to another.

NOTE: *If a Mute Group is ON and you manually turn off one of it's mutes, that Group button will flash.*

CAUTION: *These Mute Groups are ADDITIVE ONLY! This means the Mute Groups will only turn on mutes. For example, Mute Group 6 will activate the mutes for the Brown and BP channels.*

If you do not manually turn on one of the mutes, the group will turn on/off the mutes for each channel as expected.

If you manually turn on the mute for the BP, the group will only turn on/off the Brown channel's mute.

Mix Scenes

Mix Scenes 1 thru 5 are at your disposal. These buttons will save ALL settings on the soundboard. The suggested use of these Scenes are as follows...


1. Praise Team
2. Special Music
3. Sermon

If you have greater needs, you may use Scenes 1 thru 5 however you wish.

DO NOT use Mix Scene #6. This is reserved for the loading of the Base Settings for our church. If you accidentally save over Scene #6, please inform the Lead A/V.

Pre Service Setup

If OBS is not running on Broadcast Computer (iMac)...

1. Run OBS with the  icon
2. Select scene “Main w/Person’s Name”

Faders

1. Set Main fader to Unity
2. Set faders for Room Mics L/R all the way up to verify receiving signal.
(Listen to Sanctuary)
If you hear sound... Lower faders around -5 to -10
If no sound, Lower Main fader all the way down, then bring back up to Unity.
3. Set Instrument L/R, Organ and Piano faders to Unity
4. Set all Vocal Mics to Unity
5. Set Brown and BP1 to -5
6. List Praise Team names with color of microphones

Ask FOH Soundboard for information regarding Special Music Tracks & Mics

***Time Lines

- | | |
|---------|--|
| 10:25am | Prayer in Production Office |
| 10:35am | Start Live Stream “S” with “Streaming Title” selected |
| 10:40am | Start Recording “R” and unmute Organ and Piano (Mute Group 4) |
| 10:49am | At organ chimes, Unmute Mute Group 3, Darrell/Loren |
| 10:50am | When last Praise Team member removes mic from stand, Unmute Mute Group 5 |

- * Raise Praise Team Speaker fader when speaking during Welcome, Prayer and between songs.
- * During official Welcome and Prayer Request, watch for color of microphone (should be Brown); Raise fader
- * Children's Story: Should be Brown Mic, Raise fader
- * Special Music: Unmute specific track for accompaniment, and watch for color of microphone being used by singer/s
- * Sermon: Unmute Mute Group 6 for Speaker, and mute all others in Mute Group
- * Final Hymn and Benediction: Unmute #'s 3, 4 and 5 for Praise Team and instruments
- * Postlude: Mute all Mute Groups **EXCEPT** #4
- * After Postlude; Turn on ALL mutes using the "All On" button and bring all faders back to 00 at the bottom of the soundboard

These notes are subject to change right before the service starts, **ALWAYS** refer to Lead Audio/Visual/Live Stream person as well as FOH (Front of House) operator for any changes right after Sabbath School for updates.