



## Worship Center — FOH Audio Prep Checklist

SUNDAY:

Updated 2019 11-06

- ☐ Create a new show file based on last week's file. Make notes about any out-of-the-ordinary setup in the notes section.
- ☐ Assign the following to the TALK Aviom Channel (pre-fader)
  - Pastor (#18)
  - Annc mic (#16)
  - Mike Lawrence mic (usually #1)
  - All baptism mics
  - Video L/R
  - TB
- ☐ REMOVE anything temporary (i.e. a spare channel) from Aviom Flex 1 and Flex 2
- ☐ Confirm all vocal grouping is correct
- ☐ Confirm all choir grouping is correct
- ☐ Adjust Vocals VCA assignments as necessary
- ☐ Copy standard EQ across all vocal mics (not #15-18)
- ☐ Re-name Spare 1-6 channels as "Spare <#>" channels if they're not being used this weekend as previously labeled
- ☐ Name all vocal channels based on microphone assignments in Planning Center
- ☐ Label mics in Micboard ([micboard.bbcprod.com](http://micboard.bbcprod.com))

Completed by: \_\_\_\_\_  
Name date