

Events/United Policies and Procedures

Things to know when interacting with campus partners or clients

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Setup Procedures

Where things go, how to plug in the basics, and getting started.

Pricing and Last Minute Additions

For most events, unless explicitly listed in the gCal event, or requested by Jason, Kerri, Andrea, or CES event specialists, large additions are not to be handed out for free.

Adding small things like a second handheld, or altering the lighting are fine.

Adding things like a video recording, streaming, piano upgrade, organ, large band (unless listed or approved as above) are not to be given out.

If they are insistent, remind them there may be added cost for those services, and that we may not be able to accommodate at this point. Find the event specialist, or Andrea (or Kerri or Jason) and get their approval before agreeing to the addition.

Examples of things that are ok to add off the cuff (non-exhaustive):

- extra wireless handheld
- more stage lighting for a larger group
- an extra slide if they're already using proresenter
- extra chairs or music stands

Examples of things that need approval and will cost extra (non-exhaustive):

- Recording to an SD card on Cam 2
- Adding 30 extra lighting cues to a music concert that have had house down/up
- Full worship band setup for an event that should have been a single person speaking at a lectern.

Basic Chapel/Vespers Setup Procedure

Snakes

Run all 4 snakes (audio Red, Blue, and orange, and Livemix) through the rat hole to the upstage center audio rack. For ease of strike, drop the snake head (the big box part) on stage where it will live, then run the cable to the hole. Leave the excess cable coiled onstage behind where the curtain will drop, and pass ~5' of the end through the hole.

Cables

Usual chapel/vespers XLR cable needs will be:

- 5x: 10' (White)
- 2x: 15' (Purple)
- 5x: 25' (Yellow)
- 5x: 35' (Blue)
- all of the electrical taped XLR cable looms

Music Stands

These are United's duty to set and strike.

Mic Stands

Vocalists will each have a stick mic stand, unless also playing an instrument (then use a boom).

Drums will have the two short boom stands, the gimpy yellow stand with a mic clip stuck on it, and a tall boom stand.

Instruments needing a mic will use a tall boom stand per mic. (instruments going DI do not need mic stands)

Mic Case

Once all mics being used are taken out of the case, it will be stored backstage stage left, under the video rack.

Rugs

There should be rugs under each performer on stage. Drums will get it's own rug. The smaller rugs can hold two vocalists or smaller instruments. The large rug can hold 3 vocalists, or a larger instrument and a smaller instrument/vocalist.

Stage Plot

Will be located in Planning Center under current the plan's files. Should tell you what instruments will be where, and any special needs for the event.

Mics/DIs

Usual Mic assignment is as follows:

- Kick Out: e602
- Snare Top: V7x
- High Tom: e604
- Floor Tom: MD421
- OHs: 2x KM184 w/ XY clip
- Bass: XLR into pedalboard
- Keys: 2x ProAV2 DIs
- Electric, XLR, or ProAV2 DI
- Acoustic: LRBaggs Paracoustic DI
- Cello/Violin: DPA4099
- Vocals: V7, e935, Beta57/Beta58 - depending on vocalist sound

Truss

Upstage truss needs to be brought in to drop curtains upstage behind the band. Drop all black fabric first, then detach the small flat truss from the box truss, and set on the floor. Do not detach the aircraft cables. There will be 4 other aircraft cables to drop off the front of the truss to hang set pieces from. Fly the truss out until the outside curtains are just touching the floor.

Set Pieces

Set pieces will be used for all chapels.

The current set is the LED Tubes (Angel wings)

On each cart, there will be a set piece with the tubes facing out from the cart. This piece will remain on the cart permanently.

The other piece will attach to the aircraft cables dropped on the front of the upstage truss.

All power cables will run to the upstage wall.

All cat5 cables will run to the network switch on the center-SR set piece. The cable already on that set piece will run to the bottom cat5 port on the on-wall patch panel on the other side of the rat hole.

Cameras

All 3 JVC cameras to be powered on, along with their viewfinder monitors, and rough-aimed to the stage. Please make sure Autofocus is turned off once focuses are set.

Stage cameras to be placed on interesting instruments in the backline (often drums, keys, cello). Stage cameras will run to the first SDI video port on each patch panel under the windows onstage. (A16, A18)

Confidence Monitor

Confidence monitor needs to be turned on (and restored if removed for an event).

Power button is located the bottom edge of the screen on the left side.

Screen

Projector screen needs to be lowered in, and the projector turned on.

There is a macro in ProPresenter, under Projector Things, that can do both in one action.

If the macro isn't working, there are links to both the screen controller, and the organ projector, in the Benson Links.

If the screen controller isn't working either, there is a garage door style remote in the drawer under the FOH DiGiCo to move the screen.

Board/Line Check/Soundcheck

Boot up both consoles, and load the chapel templates for each. Once the band arrives, have each instrument play before rehearsal to confirm all lines are working and patched correctly. The band should run each song in entirety. Use this time to dial in the mix.

Speaker Soundcheck

Speakers should arrive around 9:50. Have a headset prepared at FOH for them (if they are using one) and have them soundcheck from on stage if possible.

Reaper Recording

Load Reaper, and load the Chapel project template. Save in the EventRecordingFolder and hit record before chapel starts. Recording soundcheck is also often desirable.

Extron Recording/Streaming

Go to the SMP351 from the Benson Links. Make sure "Auto Start and Stop Stream with Recording" is disabled in Configuration --> Encoding & Layout --> Encoding Presets.

Start the recording and use "Chapel Recording" as the recording profile.

Takedown Procedures

Where things go, how to wrap cables properly, what things get powered off, and who to check in with afterwards.

General Takedown

Snakes

Unplug everything from the snakes both onstage and the parts plugged into the rack. Pull them on stage and coil them using the over-under technique. Put them backstage on the pegs above the Cable drawers.

Cables

Coil these using the over-under technique and put them back in their color-coded drawers.

Stands

Stack them back on the racks, make sure like stands are on the same rack in the same direction all the way down. SHOULD NOT LOOK LIKE THIS:

Insert Lexie's stand seizure

Mic Stands

Boom stands get folded up and go back into the Black cabinet next to the cables. Stick stands go in the corner next to the fire extinguisher, but do not block the extinguisher!

Mic Case

All mics and DIs go back in here and back into the control booth. Additionally, if a DPA mic is used put it and it's clips in the DPA case also in the booth, looks like a small Mic case.

Rugs

United's responsibility, but they go up if you need to put them away.

Truss

Bring the truss in and put the bar back up, and the curtains back on top of the truss. Send truss back out.

Set Pieces?

Depends on what we are doing. But plan around them if you need to put them away after moving the truss out, etc.

Cameras?

The ones around the house turn them and the view finder off.

The ones on stage, unplug and coil cables (over-under) and then place them by the stick stands back stage.

Non stick stand ones, ask where they go/bring them to booth, unless during Festival.

Confidence Monitor

Turn it off, button under edge of screen left side.

Screen

Turn it off and send it back up. Either via ProPresenter macros, or via Clicker under FOH desk, and website control.

Board

Save show file again, and Shut down from the board. Replace cover, and then click red off button on rack in the booth. Makes sure the UPS at FOH is also off.

Chairs

Stack them. cloth ones stay down stairs, Plastic ones go upstairs.

Risers

Take off leg to legs, unhook them from each other using the handle hex key, flip them and take off the legs. Legs go on cart, and riser decks on the other carts, BOTH BY SIZE.

Choir Shells

There is a pole on the back of one of them. Use that to push the top part until it clicks, then let it come down. Then use the crank to bring the rest of it down.

Put backstage stacked.

Choir Risers

Unhook somehow and fold them back up. Stack them backstage, and alternate what side the legs are on compared to the previous riser?

Alternate side which leg stick are

Chapel/United Procedures

Stage Plots

Stage plots should be in Planning Center the Wednesday before the Vespers set.

Please include locations for each musician, along with what instrument(s) they are playing. Include extra needs for any instruments beyond the norm.

Please try to make the transition between Vespers and Monday Chapel be as smooth as possible. Try to make the plots as close as you can, with minimal instrument moves.

Planning Center

Service order should be in and up to date the Wednesday before their Vespers set.

WHAT WE NEED FROM UNITED:

- Songs - Correct song/lyrics, and CCLI, use multitracks!!
- Sequence - For each song, what is the Verse, Chorus, Bridge sequence. Place in the "Sequence" area.
- Person - Who is leading what song - Place in the "Person" area.
- Key - Key of the song
- Correct order of the service
 - This includes scripture readings or talking points and when they are occurring
 - Any Miscellaneous spontaneous activities
- Approximate times for everything

Requests

If you have any special requests, please ask Jason or Kerri at least a week in advance. Additionally, try not to change stage plot as we are actively setting up, or you owe us a Party pack of Oreos.

FAQs and Statements

Can I get an instrument cable?

Can I get an extension cable?

Can I get more of X in my in ears?

Can I get more of X in the house?

Can I get less of X in the house?

Can I get less of X in my in ears?

X isn't coming out in the house and/or in ears

Can I get this mic instead?

Do I have to share a livemix/rug?

Can we change X about the song?

I want to change the lyrics of this song?

Your mix sucks! Do this instead?

I can't hear you

Can we run this 5 more times?

Can you fix this?

X is running click instead

X is running PAD

Can we get more or less light here?

I can't see

What do you think of this tone?

Can Jason blank?

X isn't showing up

We have blank instrument or vocal too?

Can we sing behind the curtain?

Can we have a blank-spars?

Show me how to blank

Can we have no drum cage or can we have a drum cage?

I am running aux keys

I have X, Y, and Z instruments and/or vocals

We have blank spontaneous activity in the middle of the set

I want to change the key to this song

We want to change keys in the middle of the song

Can we do this mash up?

Can we all leave for morning classes and come back for chapel?

I forgot blank I will be back 3 hours later

I am sick can I be a visual aesthetic on stage?

How long have you been here today?

How are you/Why are you sleep deprived?

Do you have a life?

Do you need anything?

Who is helping you?

Why do you always dress like that?

Can we set up in Blank arrangement?

Do we have to check lyrics?