

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.

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