

Logistics and General Sound System Setup Information

Quick Summary

1. Overheads: Check for duplicate overheads. If not duplicate, check with the choir leader for the church. If there's a conflict, get another printed before the church secretary leaves for Christmas Break.
2. Keys: Arrange to get up to 3 additional keys from the church secretary – they have to be signed out during office hours or make special arrangements with the secretary.
3. Power On: (1) Switch on Power bar, (2) Mixer, (3) Active DI Box (4) Wireless Altar Mic (5) Bogen amplifier in the back room.
4. Batteries: You will use one 9 volt battery (DI Box) and 2 'AA' batteries (wireless mic). Pls have a couple of spares available.
5. Lighting: Consider that you may need lights for music stands. Lights are available at the Dollar Store.
6. Equipment: Check the inventory list to compare what equipment is available, vs. your needs. Arrange to borrow equipment from the church through the choir leader assigned to the mass in the church. They have first dibs.
7. If you borrow any equipment from the church, return it when you are done, even if you have to wait for that mass to end.
8. Familiarize yourself with the Hall layout and equipment locations before the day of the mass.
9. Plan to arrive early enough to arrange equipment and do sound checks.

Logistics

10. General Setup:
 - o Mics and instruments are plugged into the Choir Mixer.
 - o The Choir Mixer, Left 'Out' is plugged into an Active DI Box with the pad set to 20db as the Yamaha mixer is too powerful for the house system.
 - o Turn on the DI Box – the switch is on the front. Run a regular xlr cable from the DI Box to the hall wall jack behind the altar, either #3 or #4..
 - o The House System sound comes from a Bogen amplifier in the back room, and through the speakers in the ceiling. *These are not great speakers for music, but if you don't overdue the volume you can get a nice sound.*
11. Equipment: The hall is equipped with a wireless mic for the altar, Shure SM58 for the ambo, 6 condensor mics for the mixer, and 2 additional non powered mics that can be plugged in channel 11-12 and 13-14 as well as 4 mic stands, extra mic stand adaptors for additional mics, and 4 music stands.
 - o Equipment is listed on our Inventory document – see the link below.
 - o If you have special needs beyond this, like amplifiers, please contact the choir leader assigned to the mass at the same time in the church 'before' removing anything from the church. *They get first choice on all equipment in the church.*
 - o The hall equipment was used regularly in the church for years. Be gentle, it's tired.
12. Overheads: You should check that there is 2 overhead transparencies for each song on your schedule.
 - o If not, check that the choir leader assigned to mass in the church is not using the same song.
 - o If so, pls order an additional copy from *Melanie at least 2 weeks before Christmas.*
13. If you remove something from the church, then put it right back after mass, even if you have to wait for that mass to finish.
14. Leave all Hall equipment in the hall.
 - o It would be a help if everything was left packed beside the mixer after the last mass.
 - o Please don't mix equipment from the hall and church. If you're not sure, then leave it where it is.
15. A piano may or may not be available. Please check.
16. It would make sense if you got the required keys from the church secretary before she leaves for Christmas break. You'll need:
 - o entrance to the Hall

- entrance to the sound/storage room (door just on your right as you enter the main hall)
 - entrance to the equipment closet located in the sound/storage room
17. Setup: Equipment is normally set up on the evening before Christmas Eve. It may not match your personal preference, so please arrive early enough to make any adjustments.
 18. Please arrive early enough to do sound checks – Unlike the church, there are no presets on this mixer.
 19. Sound Checks: An efficient way to do Sound Checks is to set the volume of one microphone, then set the other microphones exactly the same way. Then you have an even playing field for making any tweaks, e.g. for soft or not-soft singers. If an instrument does not have a volume control, encourage the player to mic that instrument rather than plug in.
 20. Batteries: Make sure you have at least one 9 volt and **two** AA batteries available. (for the Wireless mic and Active DI box).

Information Links

1. Information is available at: <http://massofsttherese.com/Guest/home.htm>
 - Hall equipment is listed in the section: 'Equipment', in the document: 'Equipment Inventory'
 - Hall Mixer User Instructions are located in the section: 'Hall', in the document: 'Hall Mixer'
 - Hall Logistics and General Sound System Setup are in the section: 'Hall', in the document: 'General'

General Sound System Setup

1. There is a main sound system. A Bogen amp is located in the sound/storage room, built into the wall just above the desk inside the door.
 - It must be turned on. The switch is easy to find on the front of the amp.
 - Set channel 4 and the master volume sliders about ¼ of the way up from the bottom. (There are tape markings. Setting them low allows you to avoid system hiss. (You have lots of power in the mixer.)
 - You control everything from the mixer, otherwise, you need one person in the room and one person talking on the mic.
2. There are 2 input jacks, located in the wall at the centre of the altar platform. These are the only jacks in the hall that work. The input jack near the choir area does **not** work. Plug everything through the choir mixer, or you will be unable to control feedback.
3. ALTAR: There is one wireless mic (that we also use in the church at Easter). It is setup on a mic stand at the altar. **Plug the receiver into the Choir Mixer.**
 - Check it before mass in case the battery (9v) is dead. Be suspicious if you find it in the 'on' position.
 - Just before mass, turn on the on/off switch on the wireless altar mic. Pls turn it off after mass.
4. AMBO: Use the Shure SM58 mic at the Ambo. **Run it to the choir mixer.** Use an extra xlr cable if necessary..
 - You can use the mic stand and cable that's normally used in the hall. It has an old blue mic on it. (Don't use the old blue mic - you'd be better off with a soup can on a string).
5. CHOIR MIXER: The choir mixer is plugged into the Radio Shack Mixer.
 - Use 2 short guitar cables to run the left and right outputs from the choir mixer to the Radio Shack battery powered mixer.
 - This mixer acts as a variable pad (filter) between the Yamaha Choir Mixer and the Hall Sound System. Without it, the Yamaha is too powerful for the Hall system.
6. Radio Shack Mixer : The Radio Shack mixer is plugged into the Hall Sound System.
 - Use an XLR to ¼ inch converter at the RS mixer output. Then use 2 joined xlr cables to run to the Hall System input jack behind the altar. Use either jack as they both work. The hall jack near the choir area does not work.
 - Fyi...you have just set up a balanced low impedance system which allows you to run long cables without receiving signals from commercial vehicles as they pass the church, e.g. taxi's, 2 way radio etc.

7. CHOIR MIXER CHANNEL SETUP

- The choir mixer instructions are located in one of the storage boxes.
 - All instruments, plus the altar and ambo mics are plugged into the choir mixer. The gain and 3 volume controls must be set to get any sound out. Here is an overview of the instructions available with the mixer
 - **GAIN:** (at the top) Gain is like a volume control, but effects only the unamplified input signal. (You can think of it as a volume control).
 - **12 CHANNEL VOLUMES:** Set this for each mic or instrument. There are 6 condensor mics available.
 - Each channel must be allocated to a 'group' by pressing any or multiple 'group' buttons to link the channel to that group.
 - If using a condensor mic, like our small black Audio Technica 37R's, make sure the phantom power switch is also turned on
 - **GROUP VOLUME:** This is like a master volume for all the mics allocated to that group
 - **MASTER VOLUME:** This controls the entire board.
8. **FEEDBACK:** If you get feedback, it comes from either of the following places:
- Since the choir mixer is the only item plugged into the hall system, one of the channel volumes is set too high.
 - **Solution:** Turn down the master volume, find the guilty channel and turn it down, then reset the master volume.
9. **WIRELESS MIC RECEIVER:** The receiver for the wireless mic at the altar is plugged into the choir mixer and NOT into the wall behind the altar platform.
- It has a power supply, so no worry about batteries.
 - Plug a regular mic xlr cable from the receiver to the choir mixer and adjust volume etc. like a regular mic.

Finishing Up

Please:

1. Refile your overheads in the church.
2. Leave the equipment neat and orderly.
3. After the last mass, neatly coil the cables and place equipment by the mixer. (The Hall will be locked.)
4. Shut off battery powered equipment:
 1. Wireless Mic used at the altar
 2. Active DI box
5. Return any equipment you borrowed from the church, even if you have to wait for mass in the church to end.

Thanks!

Have a meaningful and fulfilling mass! If anything fails, do what Jesus would do!

Thanks for your contribution, it's always appreciated!

St. Justin's Music Ministry