

COTK PRODUCTION CHECKLIST

Team Leader: Cedric Haberhausen

Position: Stage Manager

● Before Service

- Arrive on campus 1 hour prior to rehearsal start time.
- Layout all microphones and change batteries
 - VOX 1-6 (Depending on service)
 - IEM 1-6 (Depending on service)
 - Acoustic Guitar Pack (Depending on Service)
 - Speaker Mic (to be placed on 3rd. Chair in the front row 15 min before service)
 - Pastor Mic (to be placed on table in PJ's office first thing after battery swap)
 - Translation pack
- Setup all iPads on stage (each musician has their own mix, so each iPad has to be programmed their correct mix, check patch sheet for correct mix)
- Verify that each mix is correctly routed (this should be done by the production head or FOH Engineer, but double check can't hurt ;))
- During rehearsal (and service) pay attention to the stage, in case something happens, Stage Manager is the first one they call on to troubleshoot.
- Before service, check that the Pastor has his mic and is all good.
- Before service move all iPad stands from stage to green room, but leave iPad attached.
- Be in position 15 minutes before service.

● During Service

- during countdown, switch the audio outside to experience so that people outside can hear the service.
 - make sure it is loud enough outside, especially 2nd and 3rd service as the foyer will turn into overflow very quickly.
- pay attention to the stage, in case something happens, Stage Manager is the first one they call on to troubleshoot.
- During Message Bumper, Move Podium to the center of the stage for Pastor, or whoever is speaking.
- After the end of the service reset the stage(move podium to the side, reset microphone stands, and anything else that might need to be reset)
 - change the foyer music back to sonos, for music in the foyer.

● After Service

- Return all iPads into the charging rack.
- Collect all microphones and body packs (Musicians, Pastor, Speaker, Translation) and return them to the booth into their respective storage space.
- Shutdown and/or Teardown begins 15 minutes after last service

- **Additional Info**

- As a suggestion, do some research into how most of the equipment we use works. over time, you will gain that knowledge as well, but it helps to know the basics around it. at the beginning it will feel like a lot, however, the more you get into it, the more of it you will understand.