

# Edgewater Sunday Set Up

## Technology Cart

### Initial Set-Up

1. Open up the top of the cart carefully, making sure nothing that has shaken loose in transit falls out.
2. Find the power strip on the cart and plug it into the wall.
3. There are two plugs coming out of the back of the cart (they come from the power conditioners), plug them into the power strip.

### Slides Computer

1. Connect an HDMI cable from the slides computer to the confidence TV.
2. Run an extension cord from the power strip to the confidence TV.
3. Take the keyboard and mouse from next to the soundboard.
4. Turn on the slides computer and the three TVs.
5. Open up Proclaim.
6. Open the worship presentation for the day.
7. Run through the presentation to familiarize yourself with the songs and the service.
8. Click the “On Air” button and let the announcements cycle on the TVs until the service starts.
9. During the service, advance the slide when there are two words left on the screen.
  - a. For the message slides, touch base with the preacher before the service.
  - b. At the start of the message reading, follow the prompt to start recording the audio.
  - c. At the end of the message, follow the prompt to end recording the audio.
10. After the service, take the screens off air and save the sermon recording to Faithlife using the service title and the key points from the preacher.
11. After the recording has uploaded, close Proclaim and shut down the computer.
12. Unplug the HDMI cable, the power strip, and the power cable, coil them up, and return them to where you found them.
13. Place the mouse and keyboard next to the soundboard.

### Video Recording

1. Find the phone tripod that is kept in the tech cart.

2. Set up a phone on the tripod next to the confidence screen.
3. Record the service with the phone's rear facing camera.

### **Soundboard**

1. Turn on the power conditioners and the soundboard.
2. Bring the cable snake box to the stage.
3. The musicians should plug their instruments/mics into the appropriate input.
4. Run an XLR cable from the cable snake box to the speakers.
  - a. Output A goes to the right main speaker
  - b. Output B goes to the left main speaker
  - c. Output C goes to the subwoofer
  - d. Output D has the monitor transmitter plugged into it (this will be charging on the tech cart with the in-ear monitors)
5. Plug the speakers into wall outlets.
6. Make a note of which vocalist is using which mic input.
7. Set the volume slider of each input being used to 0 (which is in the middle somewhere, not at the bottom).
8. While the input is being used (vocalist is singing/instrument is being played) adjust the gain knob (the top knob in each column) until the "peak" light by that slider flashes.
9. Once that is done, use the sliders to make all the rest of the adjustments for volume.
10. Ask the worship leader if there need to be any adjustments for the in-ear monitors
  - a. The knob on each column labeled "Aux 1" controls the volume of that input in the monitor system.
  - b. Give the in-ear boxes to the musicians and vocalists who need/want them.
11. For sound to come through the speakers, the ON button must be lit up and the ST button next to the slider must be pressed.
12. The Stereo slider on the far right side of the board controls the speaker volume.
13. During the service you have two jobs
  - a. Turn inputs off when they aren't being used, turn them on before they are needed again.
  - b. Adjust the volume as necessary, you shouldn't be constantly fiddling with the dials.

14. When the service is over, turn all the inputs off and power down the soundboard and power conditioners (once the slides person is done on the computer).
15. Plug the in-ear monitors and the transmitter back in, put them in their bags, and set them next to the soundboard.
16. Coil the cable snake and speaker cables back up and put them away the way you found them.

#### **Stage Curtain Set-up**

1. Take the curtains out of the curtain cart.
  - a. Curtains with velcro on the back go in the back
  - b. Curtains without velcro go on the sides
2. Take the stands out and place them at the vertices of the curtain rods.
  - a. The front two stands have two stands (one for weight)
  - b. The back three stands have sand bags that go with them
3. Take the poles out from the curtain cart and set them in the stands
  - a. The front two poles go into the bottom stand
4. Hang the curtain rods from the poles, extending them and adjusting the positioning of the stands.
5. Place the sandbags on the stands.
6. Drape the “stained glass” over the back, center vertex
7. Raise the poles until you see the black Sharpie line on the inner pole.

#### **Chair Set-up**

- The chairs are set-up using the tiles on the floor as guides.
- The middle section of chairs has rows of 8, the left and right sections start with 3, 4, 5, 6 and the rest of the rows have 6 (it doesn't just keep growing).
- Start with the middle section, centering it on the projector, the leftmost chair should have its front, left leg on the corner of a floor tile
- Each row starts after the next full floor tile going back.
- The side row starts with the front, inside chair foot being on the corner of the floor tile two spaces away from the middle section.

#### **Hospitality Table**

- Take two tables out of the chair closet in the back, set them up next to the door.
- Take the two round tables out of the curtain box and set them up in the back.

- Find the table cloths in the hospitality cart and stretch them over the four hospitality tables.
- On one round table place the offering box, offering envelopes, and pens.
- On the other round table, place the Edgewater magnets, Josh's business cards, and pamphlets from the organizations Edgewater supports as well as the things we give away (prayer cloths and painted rocks).
- On one rectangular table, set up water bottles and stuff for coffee.
- On the other rectangular table, leave space for donuts.
- To break down, put everything back where you found it and make sure a member of the Management Team has any offering envelopes put in the box.

### **Greeting**

If you are the greeter for the day, open the door for people and say "hi" as they come in. If you know someone's name, greet them by name. If you don't know someone's name, ask and work to learn it. If you *should* know someone's name and forget, ask Josh - he'll bail you out. Greeting people by name is a powerful connector for making people feel welcomed and valued!

### **Altar Set-up**

- In the curtain cart, find the black table and set it up a tile and a half away from the steps, lined up with the projector.
- In the hospitality cart, find the linens hanging on the door.
- Lay out the blue cloth centered over the table.
- Lay out the white cloth centered over the table, on top of the blue cloth.
- Find the baskets for bread and the blue cloth liners in the hospitality cart.
- Get the communion bread from Josh and place it in one basket.
- Get gluten free wafers out of the hospitality cart and place it in the other basket.
- Open a bottle of wine from the hospitality cart and pour it into the chalice.
- Place the two baskets, the box of sealed communion cups, and the chalice onto the table.
- Drape the small white cloth hanging in the hospitality cart over the elements.
- Place two tall candles and the two short candles from the hospitality cart on the table.
  - ↳ Light them at 9a