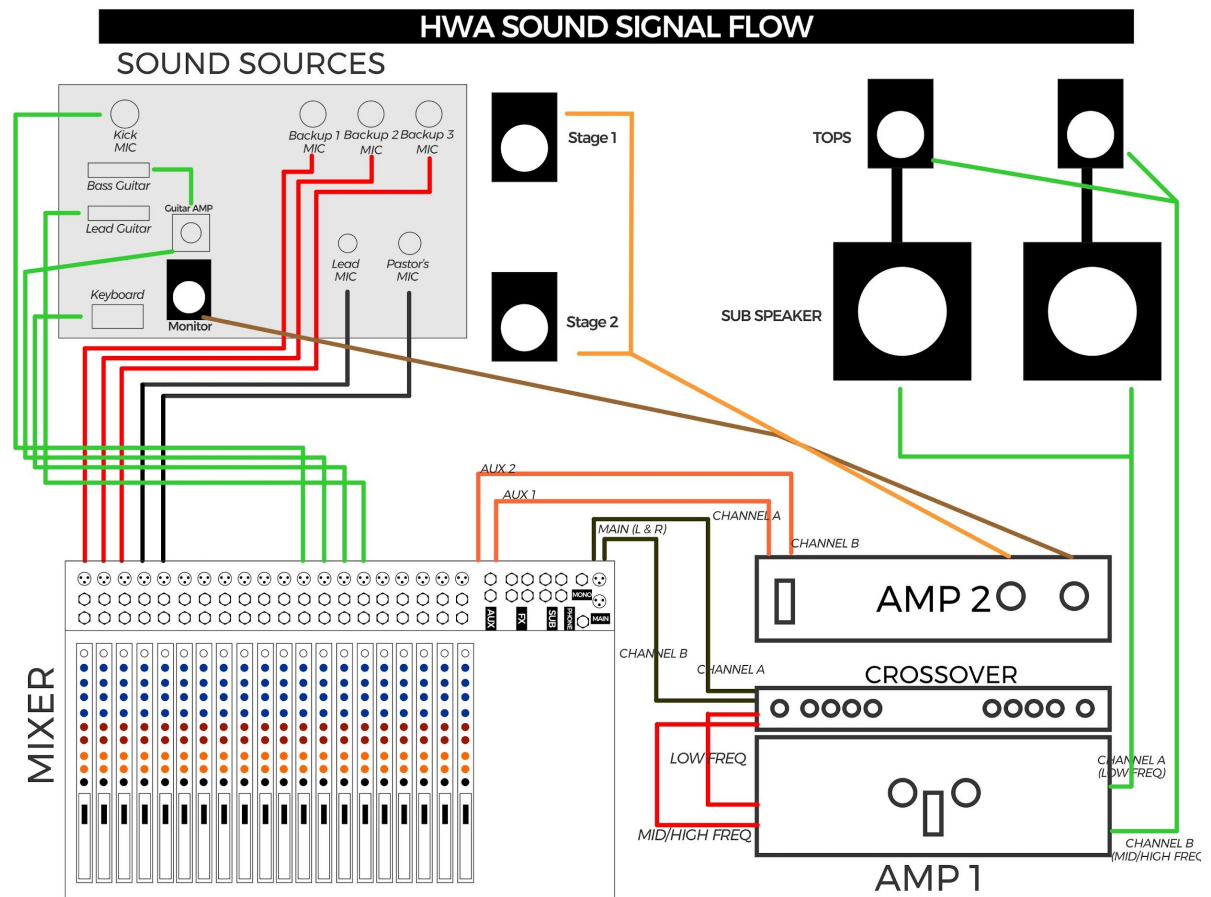


THE HARVEST WORD ASSEMBLY SOUND PRODUCTION SOM

A. PREPARING FOR A TYPICAL MEETING

- a. Switch on the main wall socket
- b. Precisely in this order, power on the mixer, equaliser, crossover, amplifiers, and then the wireless receivers.
- c. Power on the laptop for recording and Mixlr live broadcast.
- d. Insert **good** batteries into the wireless microphones and place them where they should be (One on the pulpit for other ministers). New batteries should be wrapped with masking tape without any labels.
- e. Do a thorough soundcheck (Gain setting, EQ setting, Feedback ringing, Front of House mix, Monitor mix, online mix, and balance).
- f. Send audio signal to the laptop via a ¼ inch to 3.5mm Jack (or other available means)
- g. Initiate an instance of recording software and broadcasting software (recording - Audacity, broadcasting - Mixlr)
- h. Start recording and broadcasting as soon as the service starts
- i. Monitor sound quality as the meeting proceeds (Recommendation - noise-cancelling headphones/studio monitoring speakers).
- j. At the end of the meeting, stop broadcasting and recording.
- k. Save the full service and message separately. The name of the audio files should follow the format below.
 - i. Full-length recording - YYYY.MM.DD Full **<First>** service
 - ii. Message - YYYY.MM.DD <Message Title in title case> <(Part 1)>, <Preacher Name>
- l. Retrieve wireless microphones, and remove the batteries. Used batteries should be labelled according to the number of times it has been used. The mics and the batteries should be kept in the microphone case.
- m. Switch off all equipment in reverse order as done in **b** above.
- n. Edit, save, and upload the sermon of the day.
- o. Shut down the laptop after uploading the sermon.

B. HWA SIGNAL FLOW



C. SOUND SOURCES DEFAULT MIX

a. BACKUP MICS

- i. **GAIN:** 10-11 O'clock
- ii. **EQ - HIGH:** 11-12 O'clock
- iii. **EQ - MID:** 12 O'clock
- iv. **EQ - FREQ:** 12 O'clock
- v. **EQ - LOW:** 7 O'clock
- vi. **AUX - 1:** 11-12 O'clock
- vii. **AUX - 2:** 7 O'clock

b. LEAD MIC

- i. **GAIN:** 11-12 O'clock
- ii. **EQ - HIGH:** 11-12 O'clock
- iii. **EQ - MID:** 11 O'clock
- iv. **EQ - FREQ:** 8 O'clock
- v. **EQ - LOW:** 8 O'clock
- vi. **AUX - 1:** 12-1 O'clock
- vii. **AUX - 2:** 7:30 O'clock

c. PASTOR'S MIC

- i. **GAIN:** 10-11 O'clock
- ii. **EQ - HIGH:** 11-12 O'clock
- iii. **EQ - MID:** 8:30 - 9 O'clock
- iv. **EQ - FREQ:** 7:30 O'clock
- v. **EQ - LOW:** 7 O'clock
- vi. **AUX - 1:** 12-12 O'clock
- vii. **AUX - 2:** 7 O'clock

d. KICK MIC

- i. **GAIN:** 7 O'clock
- ii. **EQ - HIGH:** 12 - 1 O'clock
- iii. **EQ - MID:** 11 O'clock
- iv. **EQ - FREQ:** 11 O'clock
- v. **EQ - LOW:** 2 O'clock
- vi. **AUX - 1:** 7 O'clock
- vii. **AUX - 2:** 7 O'clock

e. KEYBOARD

- i. **GAIN:** 11 O'clock
- ii. **EQ - HIGH:** 12 - 1 O'clock
- iii. **EQ - MID:** 1 O'clock
- iv. **EQ - FREQ:** 1:30 O'clock
- v. **EQ - LOW:** 11 O'clock
- vi. **AUX - 1:** 8 O'clock
- vii. **AUX - 2:** 12 O'clock

f. LEAD GUITAR

- i. **GAIN:** 1 O'clock
- ii. **EQ - HIGH:** 12 - 1 O'clock
- iii. **EQ - MID:** 1 O'clock
- iv. **EQ - FREQ:** 1 - 1:30 O'clock
- v. **EQ - LOW:** 8 O'clock
- vi. **AUX - 1:** 8 O'clock
- vii. **AUX - 2:** 12 O'clock

g. BASS GUITAR

- i. **GAIN:** 11 O'clock
- ii. **EQ - HIGH:** 12 - 1 O'clock
- iii. **EQ - MID:** 1 O'clock
- iv. **EQ - FREQ:** 1:30 O'clock
- v. **EQ - LOW:** 11 O'clock
- vi. **AUX - 1:** 8 O'clock
- vii. **AUX - 2:** 12 O'clock

NB: These settings are not standards. They are subject to change as the need arises.