1 Preparing for the Gig

The church is available from 1.30pm – it is best to prepare before members arrive.

Switch on the church lights by pressing button 1 on the light panel inside door to the right.

1.1 Tables

Wheel the table trolley to the church end of the hall. Clear lectern from church aisle.
6 tables are always needed : 2 small for the 'front desk' with 4 chairs; 2 large for the notice boards; 1 small at the front with two chairs for the travel desk (*DO NOT block the Fire Exit*); 1 for the laptop and projector (replacing two front chairs). Supply further tables if needed.
REMEMBER – *the tables are heavy and cumbersome so let's use two people per table.*

1.2 Console cupboards

Locate the Starter key (with the metal tag), hanging in the alcove beside the organ.
Sound (left hand) console cupboard. Unlock the left hand console door. Inside, to the right, hangs the key, with a green tag used in all the other locks. Unlock the front panel on both ends. Remove <u>carefully</u> and store in a safe place. Undo the bolts at each end of the hinged top cover and fold back (it's very heavy). Undo the bolts on the other lower door to open.
Lighting (right hand) console cupboard. Use the same key with the green tag. The other doors are bolted twice each - undo and fold open. Undo the bolts at each end of the top cover and turn back (it's heavy).

1.3 Sound

Switch on white mains switch inside the top LHS of left hand cupboard to power up the sound console. Press the *blue button* on the amplifier at the bottom of the cupboard (to switch off relay of church sound into welcome areas during talks). Ensure the dial for the LOOP system volume is set to max. (at the bottom left of the cupboard).

Load batteries from the 'charged' container into radio mics 1 & 2, and hand-held mic, and switch on. Test mics and the lectern mic using the faders.

For privacy, after the sound checks, reset all faders to zero. Only set a fader to the predetermined volume when microphone is in use. Turn down immediately after use.

1.4 Lighting

Switch on the white mains switch in centre left of RHS cupboard – the console should light up. If it is not on, there is a rocker switch on the back of the console, top left.

Press button 8 on the main panel inside the door to give control to the console. The lower bank of faders now controls the lights – each one is marked. Initially the hall and stage lights should be fully on, all other lights off.
Wind down the blinds on the Fire Exit doors at the front.

1.5 Projection using U3A Laptop and Projector

Plug in the extension lead and place mat over wire.

1.5.1 Projector

Unpack and power up. Adjust position on table so image fills the space to the left of the cross on front wall. Adjust height of image using the single, adjustable, screw-in foot. It this is not enough then use some of the small pamphlets in the alcove near the organ. Screw in the *blue* connector cable.

1.5.2 Laptop

Unpack, connect to projector, and power up – the laptop image should be projected on the wall. If it is not then use the F4 button to toggle through the options until image displays.

Click on the U3A Presentation user icon - the wireless mouse is always linked if required.

Projector Remote : If the image is not rectangular use the *Keystone* +/- buttons to adjust. If the image is distorted try the *Re-SYNC* button. If this doesn't solve the problem press the *Menu* button, select the *Display* option, and try the various formats.

2   The Performance

2.1   When the Speaker Arrives

Introduce yourself and establish his/her requirements. If using the U3A laptop plug in the speaker's memory stick. Ask him/her to locate the relevant file and open. Ensure the image is large enough. If image needs adjusting use the projector remote (see above).

If the remote/pointer is required remove from case. Replace the dongle for the mouse with the one for the pointer. Switch on and try.

NOTE *if the speaker is supplying his/her own laptop but wishes to use our projector there are adaptors for : standard USB, HDMI and Apple. See above for correcting image format.*

Ensure speaker attaches a radio mic (to feed into the LOOP) and do a further sound check.

2.1.1   Pre-Recorded Speech/Music

If the U3A laptop is being used the speakers will need to be attached to the laptop and powered up. Face speakers <u>away from</u> audience. Place the hand-held mic in front of the speakers (to feed the sound into the LOOP). If possible carry out a sound check.

2.2 The Performance

For the introductory remarks fade up the lectern mic.

When the speaker begins : fade up the speaker's mic; fade down the lectern mic; fade out the hall lights <u>fully</u>. If there is a slide show fade out the stage lights.

After the talk : Fade up the lectern mic. Fade up the hall and stage lights. Someone will need to carry the hand held mic to questioners.

After questions fade down the speaker's mic. The hand held mic will be needed for the vote of thanks, and finally for any announcements by group leaders. At end fade down <u>all</u> mics.

3   Apres Event

- Clear tables from hall entrance and set up 2 tables in hall for tea drinkers
- Collect Speaker's mic.
- Switch off projector to give maximum time to cool down
- Return memory stick to speaker - click on the up arrow icon, bottom right of laptop screen, and click on the USB image to 'Safely Remove Hardware'. When prompted remove memory stick and return to speaker.

3.1 Consoles

- Press button 1 on the panel inside the door to return power to the main lighting system and to keep the church lights on after closing up.
- Switch back on the Bradbury/vestibule loudspeakers (the blue light switch)
- Switch off both the sound and light consoles main switches
- Remove all batteries from microphones and place in the 'Used' container
- Close both console cupboards. Remember to replace the key with the green label inside the left hand cupboard and return the large key to its hook

3.2   Laptop/Projector

- Switch off the laptop and allow to cool down before packing away.
- Switch off mouse. If used, switch off pointer and replace in case.
- Pack away all leads and devices.
- Open blinds at fire exit doors

Serious note : **ensure projector in particular has fully cooled down before packing away (heat and foam rubber are a *major* fire hazard).**

3.3 Tables - Replace all tables and return trolley to kitchen end of hall.

AND FINALLY

- When Church is empty, press 7 on main light control panel to turn off all lights.