

Sound & Lighting and Video Roster for Feb – April 2010

	Sound (record/lighting)		9:00am VIDEO	10:45am	notes
February 7	Colin	Neil	Matt	Matt	launch
February 14	Neil	Justin		Paul	Wk 1
February 21	Phillip	Colin		Paul	Wk 2
February 28	Justin	Phillip		Matt	Wk 3
March 7	Colin	Neil		Paul	Wk 4
March 14	Neil	Justin		Matt	Wk 5
March 21	Phillip	Colin	Neil	Bob	Wk 6
March 28	Justin	Phillip		Paul	Wk 7
April 2	Colin	Justin		Matt	Good Friday
April 4	Justin	Colin		Bob	Easter Sun
April 11	Neil	Phillip		Paul	Carl / JB
April 18	Phillip	Justin		Matt	Wendy / JB
April 25	Justin	Colin	Neil	Bob	Dan / JB
May 2	Colin	Neil		Paul	
May 9	Neil	Colin		Matt	
May 16	Phillip	Justin	Neil	Bob	

SOUND & LIGHTING

Always: ensure power relays are switched in the correct order:

Practice:

Ready for band to start:

- √ Wednesday 6:15pm & Sunday mornings 8:15 am sharp

Recorder/Lights person:

- √ arrive by 8:45 - (if possible),
- √ ensure lighting dimmer is on (warm-up mode),
- √ check sound is working properly in the Foyer
- √ **check sound mix thru' recording system,**
- √ manage the audio recording of both services,
- √ handle lighting for both services, and
- √ help pack up after the second service
- √ **ensure projectors are powered down and cooled down;**
- √ **then turn off projectors' power and main lighting power**

VIDEO RECORDING

9:00 am service:

- √ If you can possibly do the 9:00am service also it would be good. It is useful for people in the Foyer; as a backup; and when special things only happen in the 1st service.

10:45 am service:

- √ arrive by 10:30
- √ ensure master and copy tapes are ready to record.
- √ ensure 9:00 am DVD has been removed, and 10:45 am DVD is initialised ready to record. Label cases.
- √ ensure mini-DV tape is in camera ready to record,
- √ ensure sound is coming thru' – monitor headphones

After service:

- √ Rewind camera and copy tapes (& master on 2nd week) & finalise DVD/s
- √ Pack up camera
- √ Turn off TVs in Foyer

Thank you all for being part of the team.