



Pullen
Memorial Baptist Church

Audio/Visual Policy

Created 2/22

Audio/Visual Policy Overview:

The goal of the Audio Visual Policy is to share and maintain the audio/visual resources of Pullen. This policy seeks to serve the audio/visual needs of everyone using the equipment while ensuring the equipment is being used properly to ensure its longest use possible.

Standard AV Needs Includes 3 or less microphones, external music plug in. No manipulation/ adjustments may be made to the sound mixes. This includes turning the sound system on and turning up a microphone.

- No Charge
- Requires one of the following:
 - Visit to Pullen (during office hours) prior to event to meet with Communications Director to review A/V operations manual*
 - Pullen Staff Member who will be present at the event
 - Pullen Audio Visual Team Member Volunteer who will be present at the event**

**If you are not using a Staff Member or a Pullen Audio Visual Team member and damages occur to the equipment, you are responsible to cover the cost of fixing or replacing the equipment.*

Extensive AV Needs (includes anything beyond Standard AV listed above, such as band/instruments that require sound “mixing,” more than 3 microphone inputs, projector use, outside equipment*)

- Charges Apply:
 - Pullen Attender or Pullen Partners Use (Non-Church Event): \$100 per day includes 30 minutes of preparation prior to event and 15 minutes closing after event for a maximum of four hours, \$25/hour after).
 - Outside Group (Non-Church Event): \$200 per day, includes 30 minutes of preparation prior to event and 15 minutes closing after, event maximum of four hours, \$25/hour after)
 - Weddings: \$ 200, includes 30 minutes of preparation prior to event and 15 minutes closing after service) for the rehearsal and day of the Wedding.
- A Pullen Audio/Visual Team Member will be provided to run the A/V for the event**

Pullen is only responsible to use of equipment that we provide. If outside equipment is used, it must be approved at minimum one week prior to event, and must be staffed by a Pullen Audio Visual Team Member **and Provided staff that is familiar with outside equipment.*

***Based on availability of our Audio/Visual Team Members*

Audio/Visual Needs form:

Please complete this form before to submit Audio/Visual Needs. Our Communications Coordinator will follow-up with next steps to ensure the equipment is setup prior to the event.

Name of Event _____ Event Date: _____

Start Time of Event: _____:_____ End Time of Event: _____:_____

Event Contact: _____ Contact Phone Number: _____

Event Location:

- Sanctuary
- Finlator Hall
- Poteat Chapel

Standard A/V Needs:

Audio:

Number of Handheld Microphones: 1 2 3

Number of lapel Microphones: 1 2 3

How would you like the microphones setup? (Where will they be used on stage? I.E. Pulpit, lectern)

Plug ins:

- Instruments:
 1. _____
 2. _____
 3. _____

External Sound

Other Instruments to be used:

1. _____
2. _____
3. _____

Visual:

Projector Setup

Video to be played

Slideshow

*Video use in the Sanctuary is considered Extensive A/V needs

Extensive A/V Needs:

Audio:

*Number of Handheld Microphones: 1 2 3 4 5

**Availability depends on space used.*

*Number of lapel Microphones: 1 2 3

**Availability depends on space used*

How would you like the microphones setup? (Where will they be used on stage? I.E. Pulpit, lectern)

Plug ins:

Instruments:

1. _____
2. _____
3. _____

External Sound

Other Instruments to be used:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Visual:

Projector Setup

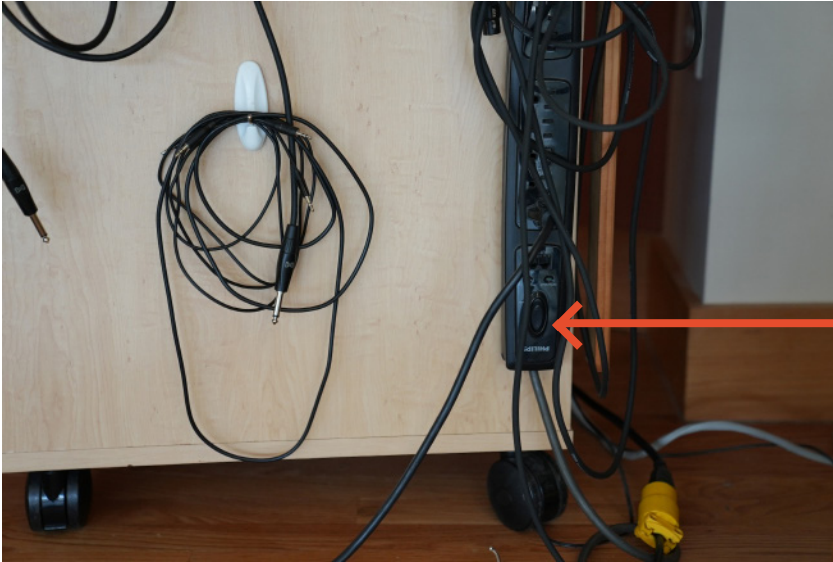
Video to be played

Slideshow (no sound)

How to Use Audio and Visual in Finlator Hall:

Sound:

1. Turn on the Sound Cabinet
Flip the power strip switch to the "On" position.



The power strip will have a green and red light on when it is turned on.



The Sound Cabinet will also light up when it is powered on.



2. To use a microphone, open the black box on top of the Sound Cabinet and locate the Wireless Microphone.



Locate the black box on top of the Sound Cabinet. Locate the Wireless Mic in the box. (WL2)



Power on the Microphone using the Power Button. If it is out of battery, you will need to locate a 9 volt battery from the Maintenance Room.*

***If you start hearing feedback, immediately power off the system to prevent speaker damage.**

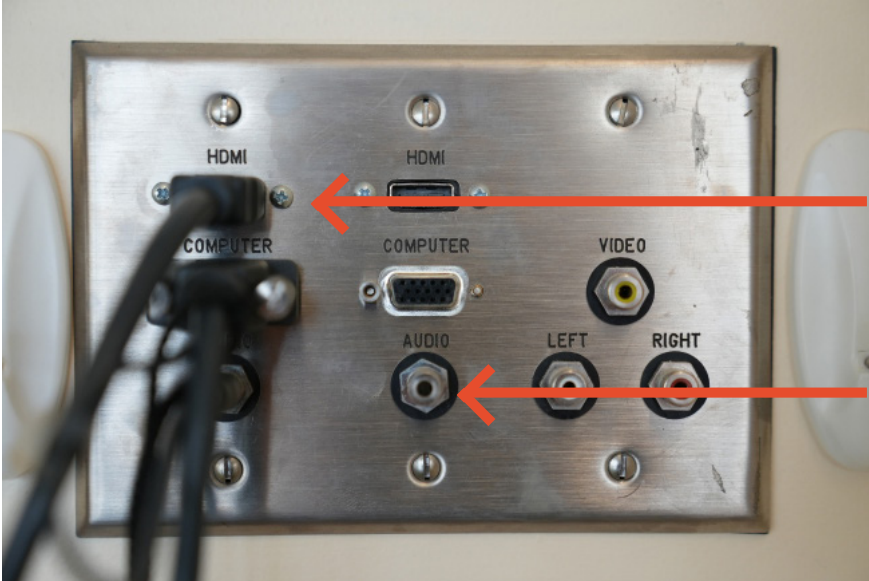
At this point, the Sound system should be on and the Microphone should be amplifying sound. **Do not open the Sound Cabinet, and do not adjust any volumes or dials.**

Projector:

1. Turn on the Projector



Locate the Power Button Panel on the right side of the stage and press "Power On." You should not need to press anything else. The projector should turn on and the Screen should roll down on its own. Choose selection of HDMI or Comp (VGA).



2. Connect your Computer

Depending on what your Computer connection is, use a cord to plug your Computer into the Connection Panel, below the Power Button Panel. The most common connection will be the HDMI cord.



To run sound from your computer,

A: Locate the Audio Plug that runs outside the bottom of the sound cabinet. Plug in audio to your computer's audio Jack*. The Sound cabinet must be turned on to run sound. (See step 1).

Note: You **may need to adjust your computer's settings for default Speaker to hear what your computer is playing. (Control Panel/Hardware and Sound/Sound/Manage Audio Devices)*

4. Shut down!

At the end of the event, you must shut everything down correctly. If you do not shut everything down correctly, you will be liable for costly replacements for bulbs or speakers.

- A. Power off all microphones and return them to the microphone box.**
- B. Power off the sound cabinet Power strip**
- C. Power off the projector via the Power Button Panel.**

How to Use Audio and Visual in The Poteat Chapel:

Sound:



1. Locate the Sound Cabinet



2. Turn on the Sound Cabinet
Flip the power switch to the "On" position.



2. Locate Microphones

Wireless Mic 1

***NEVER TURN THE LAPEL MIC AND MIC ONE ON AT THE SAME TIME. IF YOU DO IT WILL CAUSE FEEDBACK. If you start hearing feedback, immediately power off the system to prevent speaker damage.**



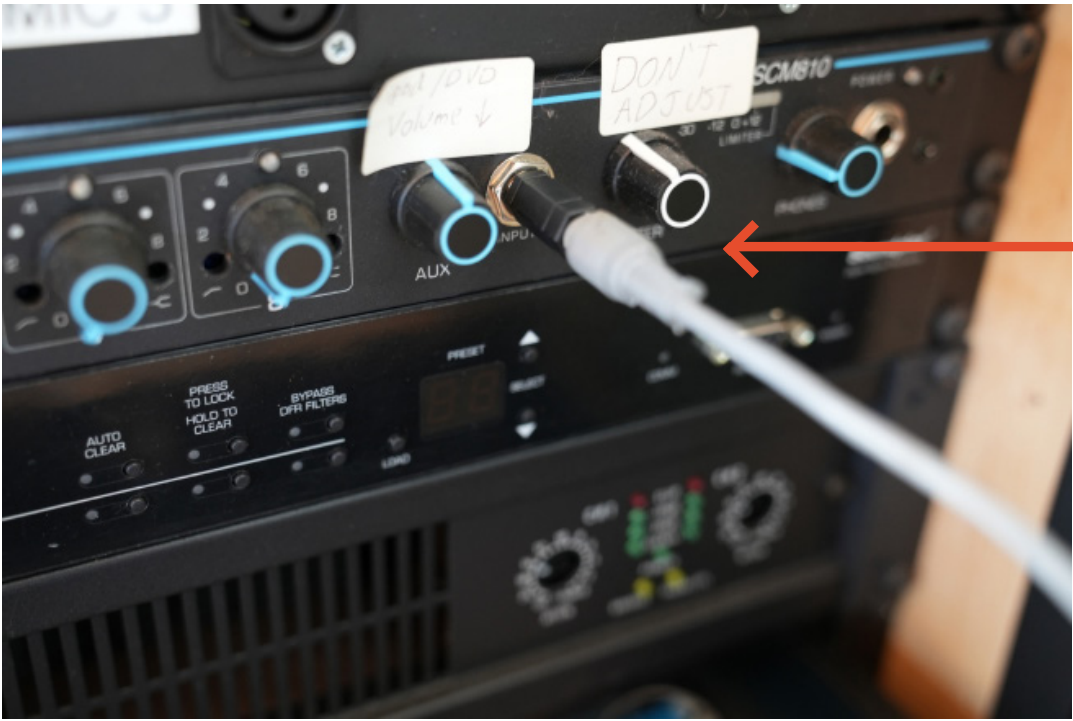
Wireless Mic 2

Power on the Microphone using the Power Button. If it is out of battery, you will need to locate a 9 volt battery from the Maintenance Room.



Lapel Mic.

Power on the Microphone using the Power Button you will need to locate a 9 volt battery from the Maintenance Room. ***NEVER TURN THE LAPEL MIC AND MIC ONE ON AT THE SAME TIME. IF YOU DO IT WILL CAUSE FEEDBACK. If you start hearing feedback, immediately power off the system to prevent speaker damage.**



3. If you need to plug in a computer or phone, use the Aux jack port to connect. Do not adjust the dials. You can control sound volume on your device.

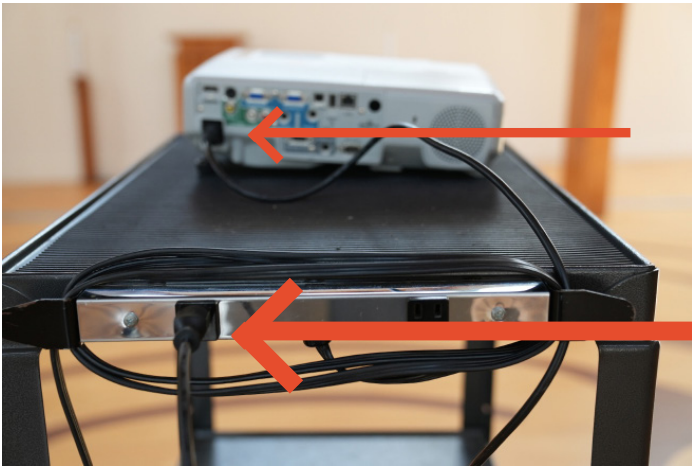
At this point, the Sound system should be on and the Microphone should be amplifying sound. **Do not adjust any volumes or dials.**

Visual:

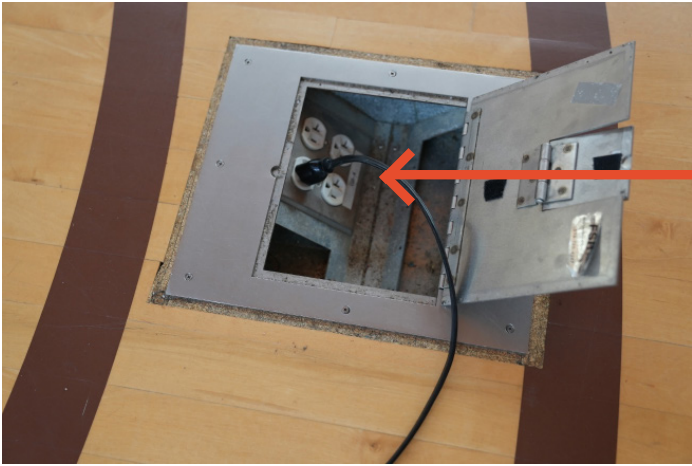


1. Locate the projector cart.
The chapel does not have a built in projection system. You will need to locate the projector cart and supply power to it.

2. Power the projector



Plug the projector's power cord into the Power strip.



Plug the power strip into the floor's power outlet.



Press the power button to turn the projector on.



Slide the projector's shield to open.



You may need to adjust the image shape with the Keystone buttons,



or how high the projector sits with the adjusters.





3. Connect the Projector to your computer.

Using an hdmi cord, locate the HDMI port on the projector and plug it in. Plug the other end of the HDMI cord into your computer

Note that sometimes the hdmi cord might need to be tried in multiple directions (swap which end of the cord is plugged in to the projector) depending on your technology.

4. Shut down!

At the end of the event, you must shut everything down correctly. If you do not shut everything down correctly, you will be liable for costly replacements for bulbs or speakers.

- A. Power off all microphones and return them to the microphone box.**
- B. Power off the sound cabinet.**
- C. Power off the projector.**

How to Use Audio in The Sanctuary:



1. Locate the Sound Cabinet

2. Turn on the Sound Cabinet
Turn the key to the "On" position.



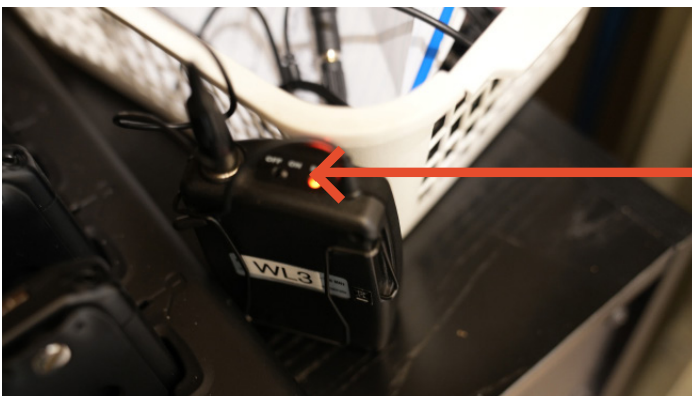
The cabinet will begin to light up after a moment.

3. Locate and power on the microphones you'd like to use. *Take note of what number they are.

***NEVER TURN THE LAPEL MIC AND HANDHELD MIC OF THE SAME NUMBER ON AT THE SAME TIME. IF YOU DO IT WILL CAUSE FEEDBACK. If you start hearing feedback, immediately power off the microphone to prevent speaker damage.**



Power handheld microphones by using the switch.



Power lapel microphones by using the switch.



If you need a microphone stand, grab one from the equipment room.



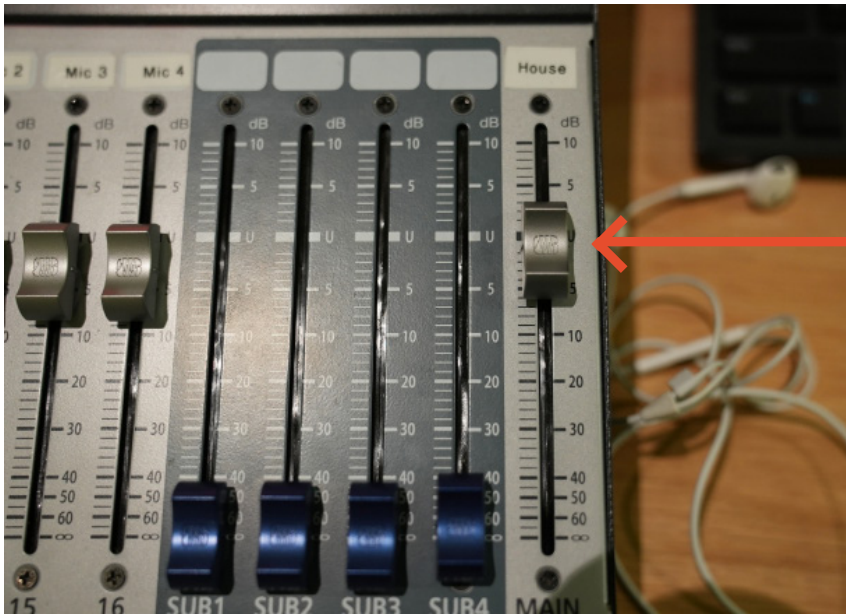
4. Head upstairs and locate the Soundboard on the balcony. It should be powered on.



5. Un-mute the channels numbers of the microphone numbers being used.

***NEVER TURN THE LAPEL MIC AND HANDHELD MIC OF THE SAME NUMBER ON AT THE SAME TIME. IF YOU DO IT WILL CAUSE FEEDBACK.** If you start hearing feedback, immediately mute the channel to prevent speaker damage.

Do not adjust the volume sliders of the individual mics. Doing so may cause feedback.



6. Adjust volume of mics being used by sliding the House Volume up or down SLOWLY. Do not bring the house volume to max volume, as doing so will cause feedback.

7. Shut down!

At the end of the event, you must shut everything down correctly. If you do not shut everything down correctly, you will be liable for costly replacements for bulbs or speakers.

- A. Power off all microphones and return them to the microphone container.**
- B. Mute the microphone channels on the sound board.**
- C. Return Microphone stands to equipment room.**
- D. Power off the sound cabinet by turning the key to the “off” position.**