

Some information about our sound system and AV equipment for UUFM conveners.

Three objectives:

1. Amplify presenters so sound levels are adequate for all to hear in the sanctuary and also in the narthex.
2. Broadcast a signal to those who wear our wireless headsets because of a hearing disability. Some parents also wear these headsets while in the nursery.
3. Record the service for posting on our website.

We have six microphones to serve these objectives. Your sound technician will determine the best combination of microphones to use for the needs of any particular program. This gives us the flexibility for almost any program format with adequate time to plan.

Some examples from the past year include:

1. Interviewer and guest sitting on the stage.
2. A dramatic reading or skit involving multiple participants in different locations in the sanctuary.

In addition, we can play recorded music through our sound system. Acceptable formats include:

1. Music CD (but not a data CD).
2. Any device that has a standard 1/8" stereo headphone jack, including MP3 players, smart phones, and laptop computers.

Lastly, we have an AV cart for projecting videos and slide presentations. It takes time to set this up, so advance notice is greatly appreciated. The Fellowship now has a laptop for Sunday programs that can be used to play music, videos, or PowerPoint presentations.

While WIFI is available in the sanctuary, it is unwise to plan on using it to stream video content from the internet. Videos should be downloaded and saved to a flash drive. I have software that can download most YouTube videos. I simply need to have the link emailed to me and adequate time (at least several days) to get this done. I'll then provide the video on a flash drive.

Conveners tasks:

1. When using the podium microphone, stand upright with your mouth about a foot from the microphone. Leaning into the microphone will often produce a popping sound, requiring the volume to be turned down. Give your presenter these same instructions.
2. For any audience participation, remind everyone to wait for the handheld microphone to be brought to them. If the presenter wants to take questions at the end, remind them of this requirement. Also, let them know that whoever is carrying the microphone will determine who gets to speak and in what order. If you plan to ask guests to introduce themselves at the beginning of the service, please alert the sound technician ahead of time so that we can have the microphone ready (it takes about 10 seconds for our handheld microphone to "boot up").
3. Make certain the presenter knows the service is being recorded and will be posted on the internet. We will honor all requests to not post their content, but this needs to be known ahead of time.
4. Determine and communicate any special microphone, audio, and/or visual needs well ahead of time and communicate those to me. If I'm not going to be handling the sound that Sunday, I'll coordinate with the person who will be doing that.

Finally, if any of you would like to consider becoming part of the audio team, we could use volunteers in two capacities: running the handheld microphone and running the sound board. Training and "hand-holding" will be provided!

Doug Walter
785-537-2425
kbsi@cox.net
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