

PA & VENUE SETUP – EQUIPMENT LIST – LAPTOP & SIGNALS

(1) Stage Setup / Decorations

Thank you for arranging the stage as generally designed in the Stage Plot (available on-line or upon request). All chairs, tables, and the pulpit should be removed **prior to the artists arrival** for sound check. If there is a grand piano, move it to the side or if you prefer move it off stage if space is limited. All other instruments should be removed (drum sets, etc.). Once the artists arrive for sound check, Steve Darmody will make fine tuning adjustments to the stage layout. **Please have the sound system and video projection equipment set up, powered on and ready to run prior to the artists' arrival.**

Four (4) 30" matching stools or bistro chairs are also needed for the concert. The artists will use them during a group segment in the second half of the concert. Please feel free to assign a committee of volunteers to bring in special stage decorations (potted trees, plants, foliage, lights, backdrop, Christmas tree, sleigh, etc. – no Santas, please). Any stage decorations also need to be finished prior to the artists' arrival

(2) Sound Check / Venue Preparation / Climate Control

The venue should be fully prepared **prior to the artists' arrival**, which is usually 3 hours before the concert – check with the promoter or email or call Steve. This includes clearing and setting up the stage, turning on the PA, lights, video projector and screen and setting the heater. Since an auditorium heats up rapidly with a room full of people, it is best **to have the room cooler than what is considered comfortable** at the beginning of the event.

(3) Sound / Lights Requests

- Sound Engineers** Two (2) people are needed. One to run the mixing board and the other to operate the laptop (soundtracks) during the concert.
- Mics/Stands** (4) microphones (wireless greatly preferred, e.g. Shure beta 58 mic.)
(4) tall, straight mic stands and clips for vocal mics.
(1) an additional mic stand for a group mic we will be bringing,
(OPTIONAL: Amplification of CHOIR – IF USED AT LOCATION)
- Monitors** (2) monitors – must have unique mix from house signal. If it is possible to have two unique monitor mixes (Monitor A and B) that is helpful, but certainly not a requirement.
- House Console** (1) mixing console with digital reverb or at one 'effects send' to a digital reverb we will have with us, plus one monitor send. A power strip should be easily assessable to plug in our laptop.

- House Playback** (1) CD player for emergency backup playback of tracks. The tracks will be played from our laptop. On some rare occasions we will provide a CD, but plan to only use this method as a back-up.
- House EQ** One (1) 31-band graphic equalizer put into the house master mix.
- House FX** One (1) digital reverb unit. If you don't have one, Producer carries one on tour.
- Lights** A spotlight (two are preferred) is very nice to have, if at all possible. The light should be diffused on the edges and low intensity. Optional: stage lighting system that has color changeable gels and is multi-scene capable. If you have this, please contact us for a custom lighting grid.
- Lighting Engineer** Two (2) knowledgeable operators to run spotlight, stage and house lights.
- Video Projection** DVD player connected to a video projection unit and the sound system. The concert will include multiple music videos – both during the concert and intermission.
- Miscellaneous** Four (4) 30" bar stools for stage and one table or flat-topped stand for water and papers. The promoter has been asked to try and arrange these.

We try to utilize the equipment you have available. However, if you question the quality of your sound system, please contact a professional sound and lighting company for advice, rental options, or a sound technician. **It is agreed and understood that Steve Darmody, or any member of the tour, will have full access to the house and monitor system to adjust levels, shape EQ setting, and adjust effects.**

PA SETUP – LAPTOP – SIGNALS

Our **sound tracks** will be played from our Mac laptop computer. If needed, we will have a mini-plug cable with adapters to connect to your sound board. We will need a powerstrip easily accessed.

Having two people running sound is a great asset – one to watch the stage and mix without distraction and the other to start the tracks from the laptop while following the comments on the laptop screen (or in print – which we will provide).

1. We will need **four mics**. Wireless is greatly preferred to avoid tangling during group songs. I have a couple Beyer Dynamic wired mics with me just in case we have a preference one way or another once we do the sound check - we usually just use what you have.
2. **Please have the** stage cleared and arranged for a concert prior to our arrival
3. **two mic stands** (pincher clips preferred)
4. **a small pedestle or high bistro table** – about 3 feet high – for water, some papers, CD samples and a few World Vision folders to place on top. If room allows we can place items in the gift drawing on the stage or this table.
5. **stage monitor(s)** with unique mix from board. We keep the vocals lower than track. Headsup: rudy like a lot of monitor, Steve only want a little track and little or no voice.
6. **4 stools** or bistro chairs for the stage.
7. There is no need for a piano. However, check with your promoter to see if a choir area will need to be arranged.

Stage lighting: We will use whatever you have, or choose to rent, as lighting augments. We would like the audience dimmed, any spots directed to piano or organ should be turned off and if the choir lights are separate from the stage lights, they should be dimmed or turned off. A follow-spot is very nice if you can get one.

If you have any special lighting abilities, etc. Please have your lighting tech contact Jennifer LaMountain (jennifer@morningsong.org) so they can plan to meet and go over the program and lighting changes, special effects, etc. A sample lighting grid is available online at www.MSChristmas.org.

We will need **Video projection** with audio send to the sound board for a couple music videos (DVD provided) and some pre and post concert video clips (DVD).

If you have a PowerPoint system, we would love it if someone would drag some art from our web sites and put a couple ads together for our CDs, and the Christmas DVD "Our Season to Celebrate." perhaps a montage of CD graphics or past Christmas performance pictures would be nice while people are coming in. We want to emphasis the web eStore at <http://www.morningsongmusic.org>. These could show during the pre-show music, intermission and/or at the close.

USING OUR APPLE LAPTOP AS THE AUDIO SOURCE

The laptop software we use to play our CD quality mp3 sound tracks is called, **iTunes**.

Our playlist is set up to stop after it plays each song so you don't have to worry about stopping the tracks when the song finishes, nor do you need to reduce the fader at the close of a song. We have set the volumes for each song so that theoretically, once you set the volume for the tracks, it can be left in place.

When a song is finished, iTunes will simply stop at the end of that song. You will have to **advance** to the next song on the play list by pressing the **down** arrow key. Start the next track as the applause trails out, or as indicated by the artist by putting his/her hands together on the mic or mic stand. You start the song by pressing on the **return** key.

Read the "comments" in the iTunes window. They will help.

When you see this symbol † before a song title it means we are planning to talk.

Watch for our hand signals. When we have time for a sufficient sound check we rarely need to signal the PA staff. But it is always good to have a common set of signals.

--When my hand is motioning down low, away from the body, it is a signal for the music in the house sound. When we wave down toward the ground it suggests that you turn the house music down. And if the fingers of my hand flip up slightly then I am suggesting that you raise slightly the house music or track from the laptop. Remember, all adjustments should be slow and in small intervals.

--Hand signals around the mic has to do with the mic volume. Pointing at the mic means to reduce the volume in the house. (think of it as a minus sign) Pointing up means increase the house mic volume. (think of it as the cross hairs of a plus sign)

--My fingers tapping my lapel mean turn reverb up (or on) When I do the lapel tap and drag my fingers down it means to turn the reverb down a little.

--When we point to the monitors then all previous signs (as stated above) refer to the monitors levels, either the mic or track in the monitors.

When we put both hand on the mic or mic stand while talking, this is your **signal to start the track** we are about to sing.

TECHNIQUE TIP:

Do everything in gradual motion. For instance, when adding sound volume, move it slowly. Watch closely throughout the concert. Different artists may need different monitor levels. As a rule, Rudy always wants more monitors and Steve wants less (especially less of his voice in the monitors). Never fade out the soundtrack.