

Sunday soundcheck

Service / date: _____ Operator: _____

Adapt to your equipment. Follow local procedures and equipment instructions.

Prepare

- ☐ Read the service plan and check the expected inputs.
- ☐ Follow the startup procedure; check labels and equipment.
- ☐ Keep walkways clear and report damaged equipment.

Check

- ☐ Check each source separately at normal service level.
- ☐ Confirm monitors, then listen to the full team.
- ☐ Test spoken microphones, videos and any guest inputs.
- ☐ Check livestream audio separately when applicable.

Handover

- ☐ Agree microphone handovers and a contact for changes.
- ☐ Record any service-specific notes for the operator.

Afterwards

- ☐ Follow the shutdown procedure and put equipment away.
- ☐ Record unresolved faults for the next operator.

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