



Tech Quick Reference (FOH · Monitors · Media · Lights · Stream · Stage)



theonize.github.io

Why tech exists

Technology succeeds when nobody talks about it afterward — except to say they could hear and see clearly enough to **sing** (Tech Overview). **Priorities, in order:** 1 Safety · 2 Intelligibility (spoken word + lead vocal) · 3 Stability · 4 Beauty · 5 Experimentation — never at the cost of 1–3 on Sunday.

Minimum viable Sunday

Seat	Sunday is OK when
FOH	Pastor's mic works; lead vocal clear at the back; nothing hurts; hands off at freeze
Monitors	Everyone hears click (if used), lead vocal, themselves; nobody shouts for a mix mid-song
Media	Right words on the house screens on time; confidence shows lyrics + section cues; safe slide known
Lights	People visible (and on camera); no strobes; prayer and word are calm; blackout and restore known
Stream	Audio healthy; live at the agreed time; fallback known
Stage	Nothing to trip on; spare mic / cable / DI where the plot says; inputs match the list

One tech, several hats — boot order: power (amps last) → show file / deck → wireless & batteries → line check (pastor mic first) → house + confidence up and routed → spare vocal path → **freeze** at doors.

Non-negotiables

Rule	Means	Source
Prior rehearsal — same bar as band	Scheduled tech attends the midweek rehearsal tied to the service; no rehearsal → default do not serve; exceptions granted in advance by the Director, Worship Lead, or Tech Lead with a qualified cover	Rehearsal Standards
Rehearse the way we serve	House/overhead and confidence monitors run at midweek; stream optional unless training or broadcast-critical	Lyrics & Stage Displays
Ready, not present	Show file/deck live, outputs verified — that is “ready” (= call time)	Definitions
Freeze	Default: doors (or T–10); the Worship Lead or Tech Lead calls it once on talkback. No new patches, routing, or console changes unless safety/failure. Monitor freeze after the final run	Pre-Service Rehearsal
Routing is verified every service	Confidence-only content never lands on house; house / confidence / stream are three intentional outputs	Lyrics & Stage Displays
Show files are predictable	Golden template per room; YYYY-MM-DD_Service_Descriptor ; never overwrite golden without a note	Show File Standards
Hearing is people-safety	Anyone reports pain → turn down first, then tell the Tech Lead; hearing protection in a known place	Tech Overview

The week, from the booth

When	What happens	Tech
Set confirmed	Song Selector proposes, Director confirms; Worship Lead publishes keys/forms/charts; Selector flags new, track-heavy, or production-special songs	Tech Lead scans for unusual needs; show files and decks staged
Midweek T–0:15	Tech open / line check; house + confidence up	FOH/Monitors: gains, talkback, RF, click; Media: deck to plan, both outputs routed
Rehearsal (90 min min.)	Review → warm-up → every part → every transition → 20-min full run	Stabilize gains early; run slides for real; confirm confidence readable from stage; capture fixes with owners
Before Sunday	Amendments land	Deck / cue / input-list fixes done; merge intentional improvements to golden
Sunday pre-service	Line check → confidence glance → 1–2 problem spots → opener + one transition → freeze → prayer	Present → ready for run-through → service-ready by the local clock

When	What happens	Tech
Service · strike	Quiet professionalism; people first, then process	Minimal kind in-ear chatter; save intentional changes with a date note; packs charging; issues logged

Role by role

Seat	Midweek must	Pre-service must	During
FOH	Build the mix against the real band; talk sparse vs full with the Worship Lead	Power in order; correct show file; line check, labels, phantom only where needed; pastor mic + spare handheld live ; walk the room	Spoken word → lead vocal → groove → the rest; don't chase every peak; hands off at freeze
Monitors	Build stable mixes early; discourage rebuilds	Packs labeled, RF coordinated, click metered; pack-death default agreed (spare → wedge → room)	Requests through the cue workflow; "more me" over louder wedges; monitor freeze after final run
Media	Deck matches order and sung forms; house advancing; confidence readable; note fixes	Spelling/theology lines checked; 2–4 lines per slide, phrase breaks, contrast; spontaneous folder; backup; outputs isolated	Eyes on the Platform lead ; next slide armed; lost → safe slide, never random verses
Lights	Run key cues against the set when cue-heavy	Patch OK; cue stack matches plan; blackout / restore known	Invited-to-sing bright; prayer / word = static warm wash; no strobes
Stream	Lock routing, lower-thirds, handoffs (full encode optional)	Destination right; meters healthy; recording if required; fallback known	Chat moderation is a separate role; no routing experiments after doors
Stage	Plot matches who is playing; labels match the input list	Pathways clear; spare SM58 / cable / DI in the known place; hazards gone	Quiet mic handoffs; watch the Platform lead; strike and reset

When something breaks

People safety first; preserve the moment second; one message on the day-of channel. **Someone collapses → stop the music, mute open mics, lights up, ushers / emergency services; any lead may call it.** (Incidents & Contingencies)

Failure	Do	Owner
Lead vocal or pastor mic dies	Spare handheld at once; FOH prioritizes the spoken word	Stage + FOH
Click / tracks die	Worship Lead counts in; live arrangement	Worship Lead + playback owner
Lyrics freeze	Holding slide; lead carries; switch to or reboot backup	Media
IEM pack dies	Spare pack → nearest wedge → play on the room; tell the Worship Lead once	Monitors / Stage
Feedback howl	Pull the offending fader, not the master; find the open mic	FOH
Stream drop · power blip	Room continues; restart encoder when safe · wait for power to settle, amps up last	Stream · Tech Lead

Afterward: care for people, then a short factual note — Incident Log (no protection matters, no minors' names). Broken gear → Gear Issue Ticket.

Scheduling, communication, who to ask

Schedule requests answered within **48 h**, swaps within **24 h**; availability covers rehearsal **and** service — can't make rehearsal → don't accept the slot unless an exception is already granted. You find a **qualified** cover who takes rehearsal *and* service; final when both people and the swap confirmer (Director or Tech Lead) agree; <24 h → phone. Escalation: section lead → **Tech Lead** → Director → pastor; safety and care issues skip the chain (Availability & Swaps · Scope & Authority).

Where to look

Need	Page
Everything tech	Playbook · Roles · Rehearsal Standards · Midweek Rehearsal Runbook · Tech (checklists, displays) · Equipment · Tools & Systems · Glossary