The Sound Check Checklist

Days Before

☐ Get worship band song list and learn the mix (listen to it on Spotify, Rdio, Youtube, etc.)
☐ Confirm the musician roster (musician name, instrument and/or vocal)
☐ Develop a stage plot with name, instrument and/or vocal, and input number.
☐ Get a service order and additional audio needs such as "play backing track for soloist."

Before the Sound Check

☐ Confirm musician roster and song list.
☐ Place floor monitors in-line and close to musicians. If using in-ear personal mixing systems, make sure personal mixer channels are correctly labeled.
☐ Use logical channel layout on house mixing console; vocals next to each other, drum microphones channels together, etc.
☐ Group channels appropriately (vocals, guitars, drums, etc.).
☐ Make sure last week's settings have been cleared (gates, compressors, etc.) - important when band changes or channels change.
☐ Engage phantom power for required channels.
☐ Perform battery check; rechargeable batteries charged, new batteries used, old batteries with acceptable life, etc.
☐ Check instrument microphone placement (drums, amp microphone, etc.)
☐ Check direct box (di box) connections; input cable to input jack, output jack to output cable.
☐ Perform safety check on stage; walking paths clear of cables and gear, cables secured to stage if in path, etc.
☐ Power equipment on in proper order; power amps on last. Check power lights on equipment to ensure they are on.
☐ Perform a line Check. Do this before the sound check if musicians or another person can help, otherwise do at start of sound.
☐ Check with all musicians present. Confirm every input sends a signal to the console.

Line Check Problem Solving

Whenever the mixing console isn't receiving a stage input signal, follow the signal flow. Does the console have the gain turned up high enough? Are you on the right channel? If it's a wireless microphone, is the receiver turned on? If so, does it show the transmitter is sending a signal? For wired microphones, is it plugged into the correct stage jack? Then start swapping out equipment such as the cable.
**Sound Check**

- For each channel, set fader at zero and turn up gain (trim) until the instrument or vocal can be heard at an appropriate level.
- Run the master fader a little louder to account for lack of people in the seats.
- Perform a rough volume balance so lead vocals are on top and other channels fall in place.
- Perform a rough channel EQ - no more than fifteen seconds spent per channel.
- Set monitor mixes for floor wedges. If using in-ear systems, allow musicians to set monitors.
- Blend and contrast channels; backing singers blend, lead guitar stands out over rhythm, etc.
- Note who leads each song - important if worship team has multiple singers.
- Note any instrument solos for appropriate mixing - important if arrangement differs from the original recording.
- Walk the room to ensure an even-sounding mix in a majority of the room. Make mix adjustments if appropriate.
- Check spoken-word microphones such as pulpit microphones, handhelds, and pastor's microphone.

**After the Sound Check**

- Check with musicians for any gear problems.
- Check with musicians for monitor levels problems.
- Check battery levels on wireless devices. Lock device settings if possible.
- Prepare for service recording (computer recording, CD, etc.)
- Relax

*Footnote: Some processes, like developing a stage plot, may be the job of a technical director or other person. In such cases, follow their lead.*

Do you find this checklist overwhelming? There is a lot of work to do in the world of church audio, and a lot of people to please. If you are ready to take the next step, then check out the complete guide to church audio production:

- [Audio Essentials for Church Sound](#)