

## Retreat Check List

### Part A: Inputs – Stage Setup and Routing Checklist

#### Instrument Setup

- Place drums, mic stands, and keyboard stands in their correct positions on stage according to the stage plot.
- Take note of which instruments require power. Ensure there is either an outlet or a power strip nearby.

#### DI Box Connections

- Identify which instruments require DI boxes (piano, synth, acoustic guitar, electric guitar, and bass)
- Place and connect each DI box to its respective input on its respective snake using XLR cable(s).

#### Microphone & Input Layout

- Place the required microphone type on each mic stand according to the input list (SM58 or SM57)
- Run XLR cable from each mic to its input on its respective snake

#### Cable Management

- Ensure XLR cables are routed down it's mic stand
- Ensure cable runs are neat, grouped together, and taped down if necessary for safety. Reference stage plot.

#### Final Checks

- Confirm each input is providing signal to the mixer (if time allows)
- Notify lead that the stage is ready for testing

#### Part B: P16 – Personal Monitor System Setup Checklist

## **Unboxing & Assembly**

- Remove all P16 units from their boxes.
- Attach mounting brackets or clips as needed (e.g., mic stand adapters).
- Inspect for any visible damage or missing pieces.
  
- Ensure each P16 Unit has a headphone jack/adaptor connected with extension cable

## **Placement**

- Place one P16 unit at each designated musician's position.
- Ensure units are securely placed and easily reachable.

## **Ethernet Cable Setup**

- Run a Cat5e/Cat6 Ethernet cable from each P16 to the **P16 power distributor (e.g., P16-D)**.
- Avoid tripping hazards; tape down or secure cables if needed.
- Label cables if necessary for troubleshooting later.

## **Power & Connectivity**

- Plug in the P16 power distributor to a power source.
- Confirm each P16 unit powers on (check LED display or screen).
- Check that each unit is receiving power and not flickering or dropping off.

## **P16 Unit Configuration**


- Reset all **panning** to center on each channel.
- Reset **limiter** to default/off if needed.

- Reset any **EQ** settings to flat (zero out any cuts/boosts).
- Verify that **each channel is turned on** and not muted or bypassed.
- Link stereo channels as needed (e.g., stereo keyboards, tracks).
- Ensure each unit is on a usable default mix layout (if relevant).

### **Final Checks**

- If time allows, test signal to confirm each unit is **receiving audio**.
- Confirm musicians can hear signal and adjust basic levels if applicable.
- Neatly tuck away cables and remove packaging debris from area.

### **Drum Set Up**

- Lay down carpet in drum area.
- Build and position the full drum kit.
- Place drum mics at each appropriate drum/cymbal.
-  Once done, help another group if needed.

### **Part C: Line Array & Subwoofer Cabling Checklist**

**(Begin only after “Line Arrays Task” is complete)**

#### **Pre-Start Check**

- Confirm that the **Line Arrays Task is fully complete** (line arrays are placed and secured).

- Verify with team lead or FOH that Part C may begin.

### **Cable Runs to Main Line Arrays**

- Identify **output channels** assigned on the Behringer Wing for the **main L/R** speakers.
- Run **XLR cables** from the corresponding **digital snake outputs** (not the console) to each **line array** input.
- Label cables Left and Right if needed.
- Secure and tape down cables to prevent trip hazards or strain on connectors.

### **Subwoofer Connections**

- Identify which outputs on the Wing (via the digital snake) are assigned to the **subwoofers** (e.g., Aux or Matrix out).
- Run XLR cables from those snake outputs to each subwoofer input.
- Daisy-chain subwoofers together if the system allows and requires it.
- Confirm correct routing (e.g., mono subs, stereo subs, or L/R + sub setup).

### **Power & Signal Checks**

- Make sure all line arrays and subs are **powered on** (if self-powered).
- Double-check that signal routing is going to the correct outputs on the snake.
- Keep speaker signal cables **separate** from power where possible.
- Ensure cables are cleanly routed and not creating clutter or danger.

### **Final System Check (When FOH Is Ready)**

- Inform FOH that cabling is complete and ready for testing.
- Listen for test signal or pink noise check to confirm everything is connected properly.

- If needed, assist FOH in identifying speaker locations during tuning.

## **Speaker Placement: Line Arrays & Subwoofers Checklist**

### **Review & Planning**

- Review the **setup documentation** provided for correct placement, aiming, and spacing of all speakers.
- Confirm speaker zones: Left/Right Line Arrays & Subwoofer positions.
- Coordinate with FOH lead if placement marks are unclear.

### **Line Array Placement & Setup**

- Move each **line array crane/lift** to its designated location as per the setup doc.
- Ensure the base is **level, locked, and safe** before mounting speakers.
- Mount the line array speakers safely onto the lift/crane.
- Set the **correct angles** between each speaker box using the angle chart provided.
- Connect **power** to each self-powered line array speaker.
- Confirm **power is active** (check LED indicators or power lights).
- Prepare for signal cabling to be connected in Part C (leave accessible).
- Lift the array to its designated **trim height**, watching cable slack and locking it securely.

### **Subwoofer Placement & Setup**

- Refer to the documentation to determine **subwoofer layout** (center cluster, L/R, spaced, etc.).

- Place each subwoofer in its correct position.
  - Connect **power** to each subwoofer (self-powered).
  - Check for **active power indicators**.
  - Leave signal cable ports accessible for the next cabling team.
  - If stacking subs, ensure proper alignment and safety (rubber feet, no wobble).
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### Final Checks

- Double-check that all speakers are placed as per the doc.
- Ensure all power connections are secure and active.
- Communicate to the cabling team that **speaker placement and power are complete**.

### Fills & Monitors Setup Checklist

#### Speaker Placement

- Review **placement documentation** to determine locations for:
  - Front fills
  - Side fills
  - Director's floor monitors
- Place each speaker in its assigned location with correct orientation.
- Confirm placement leaves clear paths for walkways and cables.

#### Power Setup

- Identify each speaker that requires **power** (self-powered).

- Run power cables from the nearest source or power distro.
- Confirm each speaker is **receiving power** (check for LED/power light).
- Ensure cables are safely routed and taped down if crossing walkways.

### **Signal Cabling**

- Identify which **digital snake** each speaker should connect to (based on outputs assigned from the Behringer Wing).
- Run XLR cables from the **assigned snake outputs** to each speaker input.
- Label cables if necessary (e.g., "Fill L", "Director Monitor", etc.).
- Secure and tape down all signal cables to reduce trip hazards.

### **Final Check**

- Confirm all fills and monitors are placed, powered, and cabled.
- Notify FOH or the patching team that fills/monitors are ready for signal test.
- Clean up any excess cable or packaging from the area.

## **Wireless Microphones & In-Ear Monitor Setup Checklist**

(Receivers are already installed in a rack)

### **Wireless Microphones Setup**

- Locate all wireless handheld and bodypack transmitters.
- Insert fresh **batteries** (or fully charged battery packs) into each transmitter.
- Power on each microphone or bodypack.
- Ensure each mic is **paired to its assigned rack-mounted receiver**.
- Confirm proper **RF and audio signal** is active at the receiver (check front panel meters).
- Label each mic clearly (e.g., “Vocal 1,” “Speaking Mic,” etc.).
- Verify that each **receiver is connected to the appropriate input on the digital snake** (check patching).
- Perform a basic mic test (tap test or vocal check) to confirm the signal is routing correctly.

#### **Director’s Wireless In-Ears**

- Locate the **director’s IEM transmitter** (already in rack).
- Insert fresh batteries into the **receiver pack**.
- Power on both transmitter and receiver.
- Ensure the IEM receiver is **paired** and receiving clean audio.
- Confirm the IEM transmitter is connected to the correct **output from the Wing** via the digital snake.
- Do a quick listen check with the director’s pack to verify quality and routing.

#### **Antenna Setup**

- Connect **fin antennas** to the rack’s antenna distribution unit (ADU).
- Place fin antennas on stands at **head-height or higher**, away from metal or obstruction.
- Aim antennas appropriately to cover the performance area.

- Secure antenna cables and avoid tight coiling or signal interference sources.

### ✓ Final Check

- Verify all transmitters and receivers are **powered on and connected**.
- Confirm each mic and IEM system is labeled and ready for use.
- Do a full check-in with FOH to confirm signal is being received cleanly.
- Clean up packaging, battery wrappers, and loose cables.

Let me know if you'd like to move to the next team task!

Here's the concise checklist for the **Mixer Setup** task:

### ✓ Mixer Setup Checklist

- Turn on the **Behringer Wing** and ensure it powers on properly.
- Verify the console is receiving **stable power** (check power source and indicator).
- Confirm that the **correct show file/scene** has been transferred and loaded.
- Check that all **inputs and outputs are correctly patched**.
- Review **routing tabs** (e.g., input patch, output routing, AES50 assignments) to ensure everything is aligned with the setup plan.
- Notify the team once the mixer is confirmed ready.

### ✓ Stream Setup Checklist

- Connect the **streaming PC** and ensure it powers on.
- Connect **Dante network cable** and any required USB/audio interfaces.

- Confirm the **Wing and PC are linked and synced via Dante** (clock source, sample rate, and routing).
- Verify that **stream inputs are receiving signal** from the mixer.
- Ensure all necessary **processing (EQ, effects, compression)** is active and functioning.
- Test audio feed to confirm clean signal is reaching the streaming software/platform.

## **Digital Snake Setup Checklist**

### **Placement & Power**

- Place **Snake A, Snake B, and Snake C** in their designated stage positions (Brass, Core, Singers).
- Connect power to each digital snake and confirm they are powered on (check status LEDs).

### **P16 Hub Connection**

- Locate the **P16 power distribution hub**.
- Connect it to the appropriate **Ultranet port** on one of the digital snakes (usually Snake B or as documented).

### **AES50 Cabling**

- Run Ethernet cables from the **Behringer Wing AES50 ports**:
  - AES50 A** → Snake A
  - AES50 B** → Snake B
  - AES50 C** → Snake C
- Ensure cables are locked in and run neatly.


## **Final Check**

- Verify all snakes are detected by the Wing (check AES50 sync status).
- Confirm all P16 devices are receiving signal and power.




## Church Retreat Audio Setup – Final Checklist

### Part A: Stage Inputs Setup


- Set up and position all instruments.
- Connect power to instruments that need it.
- Connect DI boxes.
- Run XLR cables to assigned digital snake:
  - Brass → Snake A
  - Core → Snake B
  - Singers → Snake C
-  Once done, help another group if needed.

### Part B: P16 Monitor System


- Unbox and assemble P16 units.
- Place one for each musician.
- Run Ethernet cables to P16 power hub.
- Connect hub to digital snake (usually Snake B).

- Reset panning, EQ, limiter; link stereo channels.
- Power on all P16s.
- Ensure each channel is active (check signal if time allows).
-  Once done, help another group if needed.

### **Part C: Main PA Cabling (*after Line Arrays are placed*)**

- Run XLRs from digital snake to:
  - Line Arrays
  - Subwoofers
- Check all connections are secure and safely routed.
-  Once done, help another group if needed.

### **Speaker Placement: Line Arrays & Subs**

- Review placement docs.
- Set crane/lift at correct spot.
- Mount line arrays and angle them correctly.
- Power up each speaker.
- Raise lifts to trim height.
- Place and power subs per layout.
-  Once done, help another group if needed.

## ✓ Fills & Monitor Setup

- Place front fills, side fills, and director monitor.
- Power up all monitors.
- Run signal cables from designated snake.
- Tape down cables as needed.
- 🔄 Once done, help another group if needed.

## ✓ Wireless Mics & IEMs

- Insert fresh batteries in all mics.
- Power on and pair to rack-mounted receivers.
- Check RF and audio levels.
- Run XLRs from receivers to snake.
- Director's IEM:
  - Battery in receiver
  - Confirm audio + pairing
  - Transmitter to monitor output
- Set and place fin antennas, connect to distro.
- 🔄 Once done, help another group if needed.

## ✓ Mixer Setup (Behringer Wing)

- Power on the mixer.
- Verify scenes are transferred and loaded.
- Confirm all routing and AES50 assignments.
- 🔄 Once done, help another group if needed.

### ✔ Stream Setup

- Connect and power the stream PC.
- Connect Dante and required gear.
- Sync Wing and PC (clock, routing).
- Confirm audio inputs and effects.
- 🔄 Once done, help another group if needed.

### ✔ Digital Snake Setup

- Position Snake A,B,C).
- Power on all snakes.
- Connect P16 hub to Snake ).
- Connect AES50:
  - Wing A → Snake A
  - Wing B → Snake B
  - Wing C → Snake C
- Confirm sync and P16 functionality.
- 🔄 Once done, help another group if needed.

## **Final System Readiness**

- Double-check power and signal cables.
- Ensure all devices are communicating.
- Clean up tools, tape, and packaging.
- Notify team lead when your section is complete.