

ELIOT INSTITUTE
Audio Visual Coordinator Handbook
(Presented and approved -- April 2016)
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THE COMPLETE BEGINNER'S GUIDE TO AV AT SEABECK
by Kaylyn Olynyk, Winter Eliot 2015/2016

Don't take my words as gospel - find what works best for you! This is just to give you an idea of how I do things.

BEFORE CAMP

- be involved in the pre-camp planning if anyone wants things organized before camp- bring a laptop with you (there is a place to charge it in the A/V booth at the Meeting House).



- bring a back-up mini-speaker if you have one, just in case.



- be ready to take requests and problem-solve
- have a pen and paper with you
- bring a memory stick or USB drive

ARRIVAL AT CAMP

-after you check in, go visit Chuck in the Inn. Ask him for the A/V equipment for the Meeting House and he'll give you a bin of goodies. It will have much of what you need in it.



-There is a separate bin of AV equipment for the Juniper lounge. Make sure to ask Chuck for this bin as well.

-at the Staff Meeting, speak to the Deans, Worship Coordinator(s), Music Coordinator and the Speaker. Check in with them and find out what A/V support they'll be needing. For example, will the Speaker need slides projected? Do the Worship Coordinators need lyrics projected? How many microphones do the Deans need? I like to arrange to talk more in detail with them later, in the Meeting House.

- stop by the Eliot closet in Lower Colman, the portable sound system should be there along with a bin of mics and other goodies for that system. There is also a bag of mic stands that belong to Eliot. Take these to the Meeting House. Bring a helper. The bag of mic stands is really heavy!

MEETING HOUSE SET UP

In the Meeting House you'll find the A/V booth on the right of the stage.

Turn on the system, and open your bin of equipment from Seabeck. In it you should find something like:

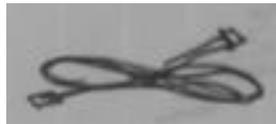
Two corded microphones



One cordless microphone



Two mic cords



The projector remote



A bag with the “Madonna mic” (cordless hands-free mic attached to the ear)



A bag of extra batteries
Maybe a battery charger and a few other things

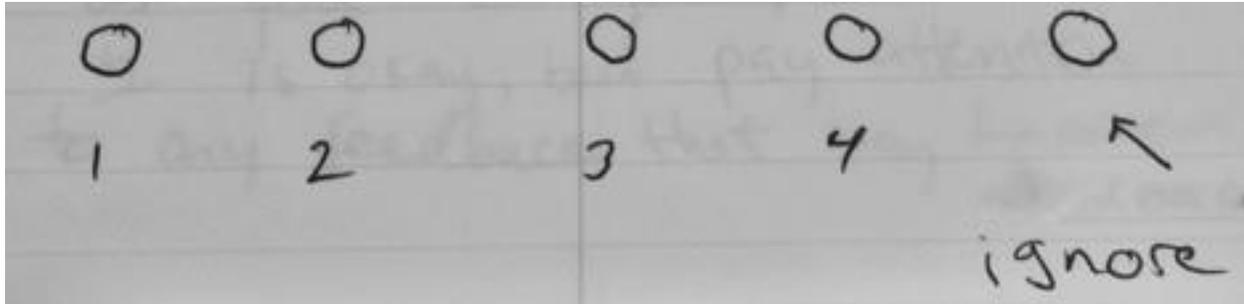
TIP ALWAYS have extra batteries! You WILL need them.

In the closet to the right of the piano, you’ll find a few mic stands. They are usually not great, so test them out before using them. Though not encouraged, some duct tape can help in a pinch.

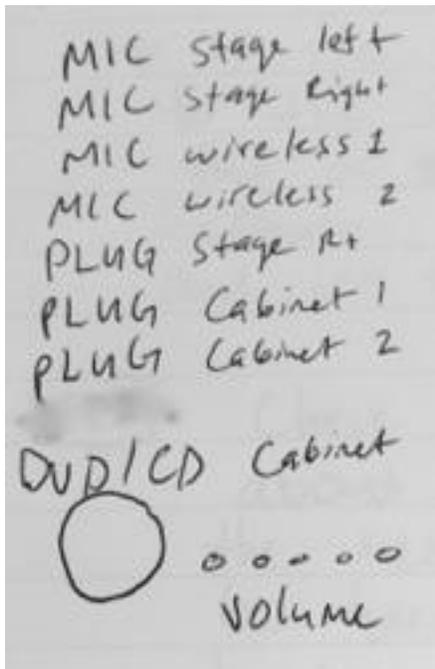
*If you need anything (batteries, screws, etc.) ask Chuck or someone in the Seabeck office.

Don't be afraid to ask other campers for help: some have helped me before. Ask the Deans who's been A/V coordinator before who could help!

Now you've got the system on, let's look at the controls:



-there are 4 main buttons (ignore the fifth)



-the corded mics you plug in will be in MIC stage right or left, depending on where you plug them in.

-A note about the stage MIC plug ins: "MIC stage left" and "MIC stage right" are named from the audience point of view, opposite from the traditional meaning of "stage left" or "stage right" which are from the performer point of view.

-the cordless mic is MIC wireless 1

-the Madonna mic is MIC wireless 2

-PLUG Cabinet 1 and PLUG Cabinet 2 are for the audio plug ins in the sound booth (see Audio section).

VOLUME 3 is a good level.

Try to never go to 5 as you risk feedback. 4 is okay but pay attention since feedback is possible.

****If you get FEEDBACK TURN DOWN THE VOLUME! *****

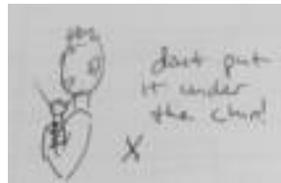
TIP The Madonna mic (MIC wireless 2) runs hot, start out at VOLUME 2 with that mic.

A note about volume control: different people speak differently, so some will be quiet others loud. Take note of this and adjust accordingly.

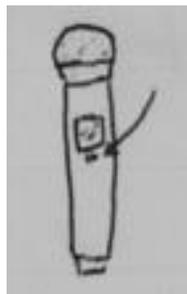
If the mic is too close to the speakers (within a foot or two) it will give feedback, so be aware and let everyone who will use it know.

TIP Check in with someone about the volume in the meeting house: it can be hard to tell if it's too loud or too quiet from the sound booth.

Make sure the people using the microphone know the proper way to use it. Hold the mic about 2 inches from your mouth and hold it pointing at you. Don't put it under your chin or hold it away from your face.

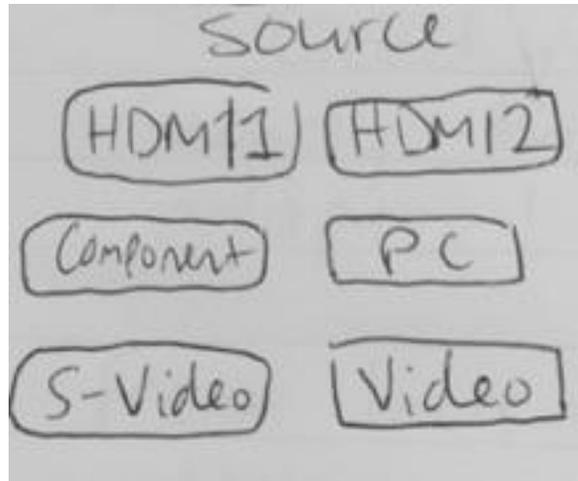


The cordless mic has a mute button so tell everyone using it about it. Mute the mic before putting it down on a table, etc.



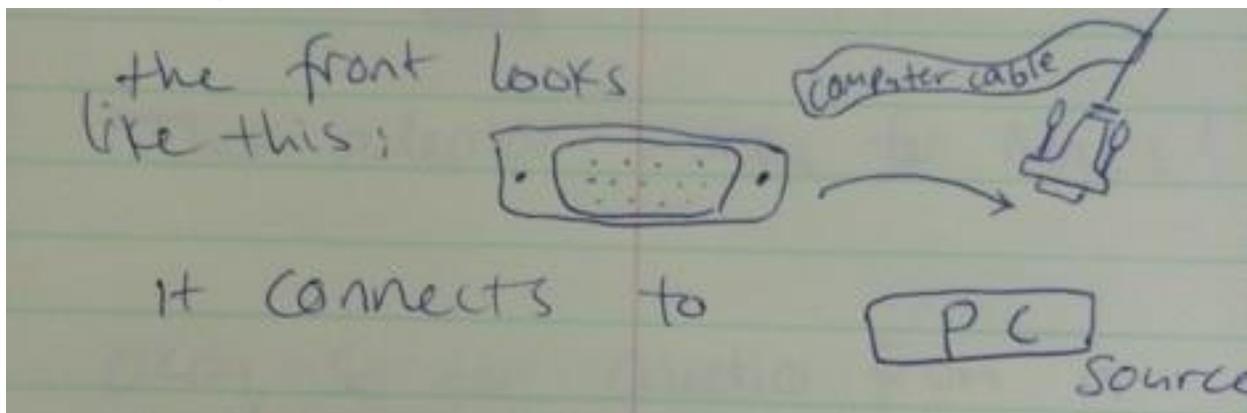
PROJECTOR

Projector remote: there are **6** buttons for the "source" to put things on the projector.

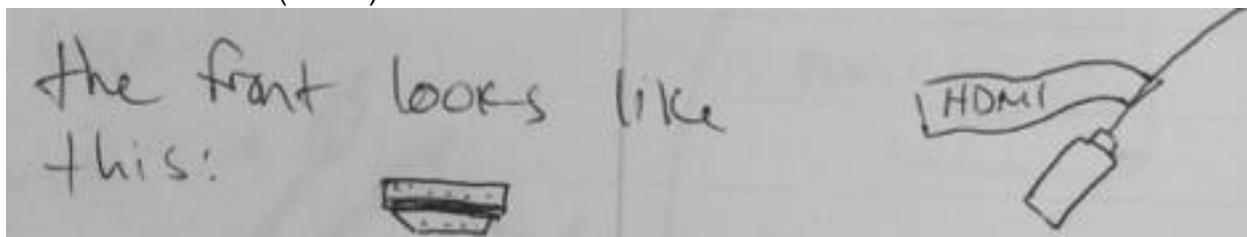


In the A/V booth, there are a few different cords to connect to different sources.

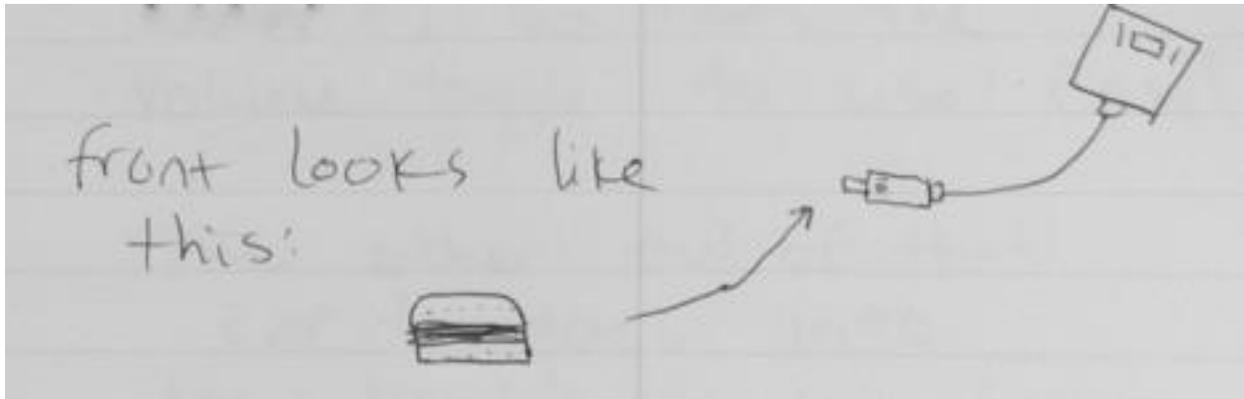
The cord for PC source looks like this:



The cord for HDMI (1 or 2) looks like this:



The Seabeck Meeting House AV supply box include an adaptor that works for Macs. It looks like this:



TIP Use the BLANK button in the lower right of the remote to temporarily blank out the screen. Click BLANK again to display the source again. This is helpful to hide what you are doing on the laptop from the audience. Blank slides in presentations help as well.

Turning on the projector:

Once it's on, look on the projector screen in the bottom left corner. There is a pen mark there and that's where you'll find the info telling you if the projector is connected to your device. **It takes a minute to turn on.**

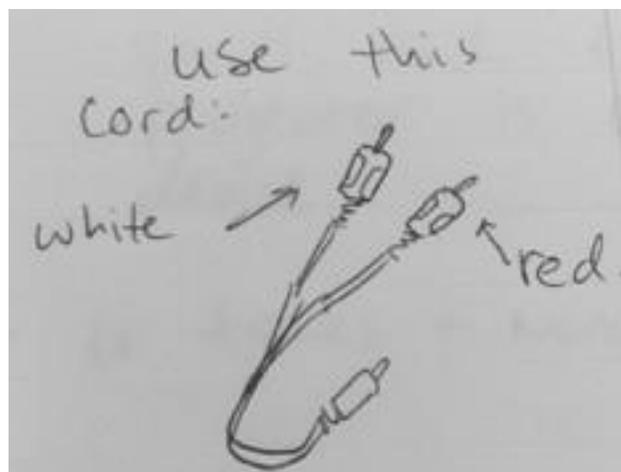
You'll likely be projecting **lyrics**, so a few things about that:

- make the lyrics really BIG
- it's easier to see the lyrics if they are in the upper part of the screen

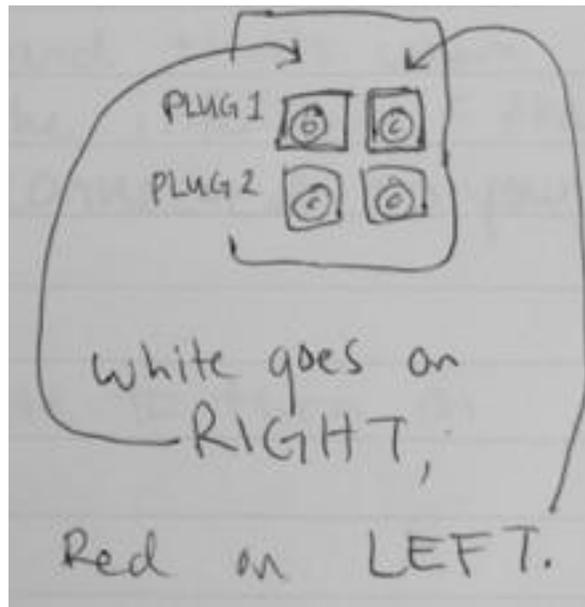
AUDIO

For the audio from a device, see the plug-ins in the back right of the A/V booth.

Use this cord:



White goes on RIGHT, Red on LEFT, as in diagram:



WARNING The above diagram is incorrect. The arrows point to the opposite plug of what the words say.

The audio from the plug is labelled as PLUG 1 or PLUG 2, so that's the volume toggle to use.

The other end of that cord goes into the headphone jack in your device. It works on laptops, iPads, iPods or MP3 players.

WARNING The audio plugs are wired incorrectly. PLUG 1 in the cabinet is controlled by "Plug Cabinet 2" on the control panel, and PLUG 2 is controlled by "Plug Cabinet 1" on the control panel.

JUNIPER SETUP

The Juniper lounge has a set of A/V plugs on the wall, including HDMI, VGA, and Audio plug ins. The Juniper A/V box includes cables for each of these interfaces. A Mac to HDMI convertor is also included. The audio plug ins are color coded.

TIP Set up your laptop on a table close to the A/V plugs. Orient the laptop so the speaker can face the audience.

TROUBLESHOOTING

Here are a few tech tips for general A/V troubleshooting:

1. Is it plugged in?
2. Are you using the correct controls / cables?
3. Have you tried turning it off and on again?
4. Have you tried checking the volume?
5. Have you checked which projector source you are using?

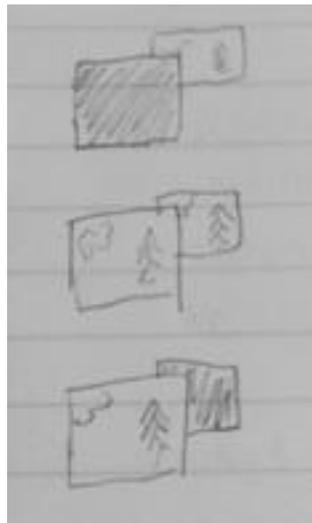
Don't be afraid to check the basics! It's easy to get cables confused and have something not plugged in.

Before using the cordless mic or Madonna mic check their battery: is it low? Is it working?

For **projecting from a laptop** if you seem to be connected at aren't seeing anything on the projected screen, go to: "computer settings / control panel" then go to "display"

There should be different options for screen projection

The middle diagram is **screen mirroring**:



Make sure mirroring is the one selected, so you see the screen both on the device and the projector screen at the same time.

TIP Keep track of USED batteries. Keep them separate from NEW ones. Be ready to replace batteries in the cordless mic during an event.

HUM or FEEDBACK

Click on one of the volume control dials to change the audio input (mic left, mic right, wireless, etc). Check that all the inputs you are not using are off.

If the Speaker is only using one mic, the cordless mic, I always have another mic in its stand beside the stage, just in case. Believe me, it will come in handy!

Although the use of duct tape is frowned upon at Seabeck, here are some times it has been a lifesaver in a pinch:

- temporarily fixing a mic stand (remove it after use)
- holding down cables and cords on the floor (a better way is to use a small carpet)

KARAOKE

Karaoke is notoriously difficult to run if you are not prepared.

Every Karaoke machine is different, but a few common things apply.

***TIP* for Karaoke:** Set it up ahead of time! Test out the system in the afternoon before Karaoke time so you have lots of time to figure it out.

Find out who is hosting Karaoke. If it's someone who is not familiar with the A/V systems, you'll be setting it up with their help. If they know the A/V system well, you will be helping them.