

Church Audio Pre-Service Checklist

1. Power & System Check

- Audio console powered on and functioning
- Stage boxes / digital snakes connected
- Main PA speakers powered on
- Monitor speakers powered on
- All cables securely connected

2. Wireless Microphones & Batteries

- Check battery levels on all wireless microphones
- Check battery levels on in-ear monitor packs (if used)
- Replace low batteries before service
- Spare batteries available at sound desk
- Test all wireless devices for signal and audio

3. Microphone Check

- Pastor microphone tested and clear
- Worship leader microphone tested
- Vocal microphones tested
- Microphones positioned correctly
- Handheld users reminded to keep mic 5–10 cm (2–4 in) from mouth
- Microphones not pointed toward monitor speakers

6. Sound Check

- Worship team performs sound check
- Pastor/speaker performs microphone check
- Spoken word is clear and intelligible
- Lead vocals clearly heard above instruments
- Music mix balanced throughout room
- Online/streaming audio checked (if applicable)

7. Final Listening Check

Before service begins, stand in the congregation area and confirm:

- Every word can be understood clearly
- Worship leader is easy to hear
- Instruments support rather than overpower vocals
- Nothing sounds distracting or overwhelming
- Audio sounds balanced across the room

Priority Mixing Reminder

1. Pastor / Speaker
2. Spoken Announcements
3. Lead Vocals
4. Supporting Vocals
5. Instruments
6. Backing Tracks

Remember: Mix with your ears, not your eyes. Clear speech and understandable lyrics are more important than overall volume.

After-Service Notes

Issues found: