Analogue desk quick guide

Cheat sheet

For desks with a knob or a button for everything. Once, with your leader, fill in the box and take the desk photo: the whole desk from above, at its normal Sunday settings. Keep this page at the desk (Chapter 14).

Our desk

Model _____ **PFL is called** _____

Monitor sends (pre-fader) _____ **Effects send and return** _____

Groups _____ **Main button is called** _____

Mute also cuts the monitors (the mute test) ☐ Yes ☐ No

Ring notes on our graphic EQ _____ Hz _____ Hz _____ Hz

1. **Before anyone arrives.** Desk on first, speakers on last. Set every knob to the desk photo. PFL, BREAK and STANDBY off. Phantom power only if a mic needs it, with the channels muted.

2. **Gain, every channel.** Fader down, press PFL, and ask for the loudest Sunday level ("Could you read me a paragraph as if the room were full?"). Turn the gain until the loudest words light about 0, now and then +3. PEAK never. No PFL? Turn up until the signal light comes on with the loud words, and the peak light stays dark. Only a peak light? Turn up until it just flashes, then back until it stays dark. Release PFL. Write the gain as a clock position in the channel list.

3. **EQ.** Low cut on for every voice, off for the kick and bass. Cut before you boost, in small moves. Swept mid: boost, sweep until the problem jumps out, then cut 3 dB there.

4. **Monitors and in-ears.** Use the pre-fader sends: one send, one mix. They follow the gain and EQ, not the fader, so set those in soundcheck and leave them. The mute test, once: send a channel to an aux, listen to that aux in headphones, and press mute. If the sound stops, mute cuts the monitors: once a singer's part is over, pull their fader down instead of muting.

5. **Effects.** Speech mics: FX knob at zero. Bring the FX return down for every spoken word, and up for the next song.

6. **During the service.** Speech faders together, named on tape. Spare speech mics muted. For a prayer: the leader's mic up, the band's faders (or group) lowered, not off, the backing singers a little lower, and the FX return down. Group or main, never both.

7. **If it rings.** Pull down the fader you last moved. Can't tell which? Main fader down a few dB, fast. Fix it after the service with the 31-band graphic EQ: the slider nearest the note, 3 dB, two or three sliders at most.

8. **After the service.** Main and faders down. Changed something on purpose? A new photo, and a line in the handover note. Then speakers off first, desk last.

Every step is explained in Chapter 14 of Sanctuary Mix, the full guide: sanctuarymix.com

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