

Buckhorn Presbyterian Church  
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## USE OF SOUND SYSTEM

(EV TAPCO/100M Stereo Powered Mixer)

The Church's wireless mics and sound system are very expensive electronic instruments, and are also vital to the normal Sunday Worship services conducted after your use of the Church is complete

Therefore, we require contact information (on the tear-off form below - leave with your Wedding Contact person) for the person who will be **responsible** for:

- Following the "Use Guidelines", below
- Ensuring **both** switches are turned off on **each** wireless mic after the rehearsal **and** after the wedding
- **Promptly** replacing any damaged or lost wireless mics (e.g. damaged battery access compartment door, lost gray foam windscreen ball on lapel mic, etc) and repairing or replacing damaged components of the sound system (e.g. speakers, mixer, etc) - in time for the next Church Worship Service. Contact "Harms Sound Labs" in Ft. Collins for expedited replacement equipment.

### Use Guidelines

1. The entire sound system is turned on or off by a single switch on the outlet strip on the floor near the pulpit - **do not touch any switches inside the pulpit.**
2. **Do not adjust the level settings** for the mics on the mixer - they are preset at the correct settings
3. If you have your own music, hook up the "line-out" or "headphone" signal from your source to Input #6 on the mixer. Be **very careful** to not set levels too high, to avoid damaging the sound system !
4. Do not lose the gray foam ball (wind screen) covering the wireless lapel mic – otherwise, you will need to obtain a replacement foam wind screen before the next Sunday service.
5. Turn off **both** switches on each wireless mic after the rehearsal and after the wedding
6. If you must replace the battery in one of the wireless mics, **do not use any tools** to pry open the battery compartment. Use bare hands only, following the instructions attached to the wireless mic. Otherwise, you will need to replace any broken plastic wireless mic parts before the next Sunday service.
7. Do not coil, kink, or otherwise tightly wrap the wire on the wireless lapel mic around the body of the transmitter - just loosely loop the wire in 2-3 big loops.

### Sound System

I am responsible for proper use, as well as repairing any damage to, the sound system:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Date \_\_\_\_\_