

Info for Speakers

Microphone tips for Speakers

General tips

- When speaking avoid walking/standing directly underneath the speakers.
- Help the sound team by speaking only from the centre of the stage.
 - Do make eye contact with the sound person if you are in any doubt that you have been seen.
 - It's really hard to see if someone is about to speak from their seat, so don't do that please 😊
- Keep an eye out for the battery light flashing on microphones
 - This shouldn't be an issue, but if it is please check with / warn the sound man.
- Leave your microphone unmuted
 - The sound person should be on the ball enough to turn you down when you are not addressing the room.
 - However, if you are going to be having a sensitive conversation please do remove your mic and/or mute it. **Just remember to unmute it!**
- Please make sure that you are using a microphone, be that a radio mic, or one of the vocal ones on stage whenever you are speaking.
 - This will help us get a consistent volume.
 - It can sound quite odd going from an amplified voice to one that is not.
 - It's the only way your voice can be heard clearly on the recording.

Dealing with feedback / rings / echoes

Although the microphones are normally set up correctly we will still get this from time to time, so please follow the following guidance:

- Please don't bring attention to it (unless your soundman is clearly oblivious to the strangeness).
 - Some members of the audio team find this puts them under more pleasure if its announced to the congregation.
- Do keep talking!
 - The person on the sound desk will be trying to determine which frequencies are causing the odd noises and the only way they can do this is to listen to the undesirable noises.
 - It will probably get worse before it gets better!
 - Making it worse is a good way of identifying the problem frequencies before removing them.
- Please ensure that you are not standing in-front of / under the speakers.

Face mic / headset mic:

The microphone boom should not need to be bent, the way to adjust it is to grab the nodule which joins the boom to the back part of the headset and to push or pull it. This will change the position of the microphone and how much space is available for your head.

The best place for the microphone to be is on the cheek, near the mouth but not too close otherwise it will pick up breath noise. Please check the placement with the person on the sound desk.

If you are wearing earrings, please check that they do not hit the microphone boom when you shake your head or move suddenly, otherwise the microphone will pick up a loud click sound.

Handheld

Normally members of the congregation need this tip

Please hold it close to your mouth and not at chest level. Ideally it should be pointed towards your mouth rather than straight up.

Visual Aides for Sermons etc

Visuals / Presentations / YouTube videos can now be prepared ahead of time and automatically downloaded to the projector machine. Please visit the following website for more details:

<https://shilohservices.azurewebsites.net/Service/UploadFiles?password=vcJD7rVDp2BHCGJtE6Mnirfe6q2GgeucMiPij4Xh>

Alternatively, and as a backup the below will work:

Videos from YouTube and other similar services can be downloaded by using Wondershare (or a similar service) on the Projector Mac at church. Before you download the video please ensure that:

- You have permission to use it. Not sure what Licensing/Copyright concerns exist for churches?
- Its reasonably high quality (Suggest 720p at a minimum)

Supported formats

We can play pretty much anything. However, when it comes to presentations please be aware that we only support PowerPoint. (Church now has Office 365 so any modern version of PowerPoint presentation should be fine)

When displaying images please copy them directly to a USB stick to be transferred to the Mac at church (unless you are uploading them with the tool below).

The resolution of the projector is 1280 x 800 (ratio 16:10) so if possible, pick media that fits that. However, this is not always possible and content of other resolutions normally scales OK (larger resolution is preferred). If possible, please modify your PowerPoint presentation to have a 16:10 aspect ratio by following this guide: [PowerPoint Creatives - Changing PowerPoint aspect ratio](#)

Please ensure that you arrive early for the service / pre-load your media on to the mac during the week, or use the [upload tool](#) at least an hour (longer if you have large videos) before you speak. Please contact someone in the AV team if you want to double check anything, or to get the password for the upload tool.

Thanks

The AV Team