

STAGE MANAGER'S CHECKLIST (SMC)

VERSION: (V1) FULL DETAIL
UPDATED: 01/31/25



TIMES & LOCATIONS

Balboa Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6am WED - 4:30pm
LINE CHECK & SOUND CHECK	SUN - 6:30am WED - 5pm
AFTER SOUND CHECK	SUN - 8am WED - 6pm
DURING SERVICE	SUN - 8:30am, 10am, 12pm WED - 6:30pm

Eastlake Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6:30am WED - 4:30pm
LINE CHECK & SOUND CHECK	SUN - 7am WED - 5pm
AFTER SOUND CHECK	SUN - 8:30am WED - 6pm
DURING SERVICE	SUN - 9am, 11am WED - 6:30pm

Bay Ho Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6:30am
LINE CHECK & SOUND CHECK	SUN - 7am
AFTER SOUND CHECK	SUN - 8:30am
DURING SERVICE	SUN - 9am, 11am

El Cajon Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6:30am WED - 4:30pm
LINE CHECK & SOUND CHECK	SUN - 7am WED - 5pm
AFTER SOUND CHECK	SUN - 8:30am WED - 6pm
DURING SERVICE	SUN - 9am, 11am WED - 6:30pm

Bressi Ranch Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6:30am
LINE CHECK & SOUND CHECK	SUN - 7am
AFTER SOUND CHECK	SUN - 8:30am
DURING SERVICE	SUN - 9am, 11am

San Marcos Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6:30am WED - 4:30pm
LINE CHECK & SOUND CHECK	SUN - 7am WED - 5pm
AFTER SOUND CHECK	SUN - 8:30am WED - 6pm
DURING SERVICE	SUN - 9am, 11am WED - 6:30pm

Coronado

PRE-LINE CHECK & SOUND CHECK	SUN - 2:30pm
LINE CHECK & SOUND CHECK	SUN - 3pm
AFTER SOUND CHECK	SUN - 3:30pm
DURING SERVICE	SUN - 4pm



Salt Lake City Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6am WED - 4:30pm
LINE CHECK & SOUND CHECK	SUN - 6:30am WED - 5pm
AFTER SOUND CHECK	SUN - 8am WED - 6pm
DURING SERVICE	SUN - 8:30am, 10am, 12pm WED - 6:30pm

Seattle Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6:30am
LINE CHECK & SOUND CHECK	SUN - 7am
AFTER SOUND CHECK	SUN - 8:30am
DURING SERVICE	SUN - 9am, 11am

Boise Campus

PRE-LINE CHECK & SOUND CHECK	SUN - 6:30am WED - 4:30pm
LINE CHECK & SOUND CHECK	SUN - 7am WED - 5pm
AFTER SOUND CHECK	SUN - 8:30am WED - 6pm
DURING SERVICE	SUN - 9am, 11am WED - 6:30pm

It is a
PRIVILEGE to **SERVE**
Thank you **GOD** for **CHOOSING ME**

The stage is your responsibility—care for it like your own home. A well-kept stage enhances sound, boosts your team’s confidence and passion, minimizes distractions, and creates a better atmosphere for saving souls. As the gatekeeper, you set the tone for worship. Will you rise to the challenge? Take ownership of your role—God is counting on you!



What do Stage Managers do?

In the world of theater, a Stage Manager is a master of organization and communication. A Stage Manager is in charge of organizing rehearsal schedules, keeping track of the actors' movements while onstage (also called blocking), facilitating rehearsals so that they run smoothly, recording the timing of lighting, sound and set changes, calling cues for actors, assisting the director during rehearsals, and communicating with cast and crew.

The ultimate goal of the Stage Manager is to ensure that the director's vision of the production is brought to life. Once the show is up and running, the Stage Manager is responsible for maintaining the overall quality of the production.

Within Awaken Church...

Another loose role when it comes to churches. Even though churches, for the most part are a set-it and forget-it type of operation, the larger the church, the less that is true. For large churches such as Awaken with multiple campuses, the Stage Manager has their work cut out for them.

The Stage Manager's most important role is to "Manage the Stage"! This includes (in no specific order):

- Helping the musicians (Musos) with plugging in instruments (with help from an audio team member).
- Writing out Setlists for Production and the Worship Team.
- Helping individuals with Wireless In-Ear Monitor (IEM) Bodypack and Radio Frequency (RF) Mic issues - including making sure each are properly synced to the correct "RX (Receiver)" - RF Mics, and "TX (Transmitter)" - Wireless Bodypacks.
- Helping Front-Of-House (FOH) and Monitors with checking "RF" Mics (Making sure signal is passing on each mic).
- Making sure all "RF" mic and "IEM" Wireless Bodypack batteries are charged.
- Handing out all "RF" mics and "IEM" Wireless Bodypacks to the associated and assigned Worship Team member.
- Taping down any cables that could cause safety concerns for the team.
- Picking up trash on stage - coffee cups, tape balls, etc.
- Collecting any unused cables, coiling them up correctly and placing them in the correct campus storage area.
- Managing the positioning of the Front Fill (FF) PA speakers (with instruction by an audio team member).
- Assisting anyone on stage with anything they need help with.

PRE-LINE CHECK & SOUND CHECK / PRE-DOWNBEAT

FLOW OF PREP:

1. MIC CHECKS

2. VIDEO CHECKS

3. TRACK CHECKS

- ☐ 1. Turn on and hook-up Stage Manager Comm and Headset.
- ☐ 2. Grab an "Orientation" (spare) PSM1000 Wireless Bodypack and attach to your waistband -
Placed in CUEMODE.



A. *This is a backup IEM pack for when a worship team member's bodypack needs to be replaced immediately.*

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3. Write Vocal, Band, and Song line-up on Setlist sheet and/or white board.

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4. Take all MC and Vocal Mics out to the stage to be "Line Checked" with FOH and Monitors -
FIRST THING!

B. *While this is happening, in case Audio is running a bit behind, make use of your time and bring Clorox wipes on stage with you to clean all microphone capsules (Caps).*

MC Caps - Beta 87A (Silver) / Vocal Caps - KSM9 (Black)

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5. Write Setlists for Production: Producer, Audio Engineers (FOH & Monitors) (3).

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6. Write Setlists for band members (4-7).

LINE CHECK & SOUND CHECK

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1. Make sure ALL of worship team is on stage with their needed equipment (Instruments, RF Mics, Wireless Bodypacks, etc.) to begin Line Check and Sound Check.

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2. Assist band members with plugging in their instruments and/or Talk-Back Step Boxes (be prepared with XLR cables, Direct Input (DI Boxes) and 1/4 inch guitar cables).

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3. Make sure and have at the ready black cloths to cover Electric Guitar and Bass pedal boards or any other visible cables on stage.

A. *If there are unused cables on stage NOT PLUGGED IN to a stage box, rather than covering them up, coil them correctly and place in the proper storage area with other related gear.*

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4. Check stage to make sure it is presentable for services (tidy the stage if needed.) **THIS INCLUDES BUT IS NOT LIMITED TO:**

A. *Sweeping the stage.*

B. *Taping down or collecting and removing cables if needed.*

C. *Maintaining correct placement and alignment of Front Fill (FF) PA speakers throughout the day.*

D. *Being prepared for spills that may need to be cleaned or mopped up.*

E. *Helping the Audio Team maintain and troubleshoot issues with RF Mics, and Wireless Bodypacks (If trained to do so correctly.)*

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5. Bring out Stage Managing bin and place under Stage Manager Chair.

A. *Make sure to have extra RF Mic & Wireless Bodypack rechargeable batteries at the ready.*

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6. Lay out "Reserved" seat tags for Worship/Creative stage team.

AFTER SOUND CHECK

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1. Go to Service Prep Meeting (Have PCO out on your phone to follow along to know who gets what mic at each part of the service).

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2. Check rechargeable batteries in ALL RF Mics and Wireless Bodypacks being used (if needed).



- ☐ 3. Do a final check of the stage for clutter left behind (cups, gaff tape rolls, trash, etc.)
 - ☐ 4. Hand MC3 to Service Director
 - ☐ 5. At 3 minutes until service starts, give the Worship Team a “Time To Get Ready To Hit The Stage” warning (with a smile).
 - ☐ 6. Be out in the congregation at your seat (With MC1, MC2 & MC4) when the clock hits 60 seconds to kick off service.
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DURING SERVICE

- ☐ 1. Keep an eye on everyone on stage to make sure that there are no “issues” that pop up (meaning that everything is working as according to plan with RF Mics, Wireless Bodypacks, etc.).
 - ☐ 2. **Prayer/Communion during worship:** Hand off MC1 (Male) or MC2 (Female) RF Mic to Service Leaders coming on and off stage.
 - ☐ 3. **Announcements:** Hand off MC1 (Male) and MC2 (Female) RF Mics to the Service Leaders coming on and off stage.
 - ☐ 4. **Preach:** Collect MC1 (Male) and MC2 (Female) RF Mics before or while the preacher (MC3) is going on and off stage.
 - A. *For any circumstance where the preacher has requested a “Headset” mic for their sermon, regardless of which unit it is synced to - ie, MC3 or MC4, **NOTE: WHEN TURNING ON THE HEADSET MIC, THE CORRESPONDING RF “STICK” MIC MUST BE TUNED OFF! If not, this will cause interference and both units will be vying for the same signal!***
 - ☐ 5. Be prepared to have Worship Team back on stage after Preach upon the Service Director’s call.
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IN-BETWEEN SERVICE

- ☐ 1. Check **ALL** MC RF Mics and change batteries (if needed).
 - ☐ 2. Confirm **ALL** RF Mics and Wireless Bodypacks are returned to the Stage Managing cart and placed in the correct charging ports and **ACTIVELY** charging.
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POST-SERVICE (END OF SERVING BLOCK)

- ☐ 1. Collect MC3 RF Mic (Preach) from the Service Director.
- ☐ 2. Return Stage Managing bin to the Stage Managing Cart.
- ☐ 3. Confirm ALL RF Mics (LEFT ON) and Wireless Bodypacks (TURNED OFF) are returned to the Stage Managing cart and placed in the correct charging ports and **ACTIVELY** charging.



- ☐ 4. Collect all Setlists from both Production and Stage and return them to the Stage Managing cart **cleaned off** with Clorox wipes - ready for use for the next service day.
 - ☐ 5. Wipe down the white board with Clorox wipes (if used).
 - ☐ 6. Grab all black cloths from the stage, fold and put away in the Stage Managing Closet.
 - ☐ 7. At the end of the day, before you leave, make sure the Stage **AND** CER or Stage Manager's closet is cleaner than you found it setting the next person up for success!
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TEAM

This role is key to the operations of a Sunday and/or Wednesday. Without you filling this position, the whole dang opera can fall apart. :)

As the backbone of the team that ties Worship and Production together, you are quite literally herding cats and managing a team of roughly 11 people. This role can teach you how to talk and manage people as a whole. Think Managerial...

You are helping worship to be on time so that the team on stage can cultivate an atmosphere of worship. This is vital to the lifeblood of Awaken Church and all we stand for.

Stage Management can be fun if you allow it to be. The more you put into anything, the more you are going to get out of it. This is the first step to moving up to another corresponding role within production if you someday want to. Now, let's see what ya got!

There is joy in the house of the Lord and we appreciate you and your service to the Kingdom. It has not, and will not go unnoticed! RISE UP!

