

# Specific Patching Scenarios

## Purpose

This document outlines the procedure for handling scenarios where the worship team and instruments do not match the pre-labeled patch. It provides guidance for creating a custom patch list to ensure seamless stage setup and sound production for the day.

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## Procedure for Handling Mismatched Patching

### 1. Identify the Issue

- Assess the stage setup and compare it to the pre-labeled patch list.
- Identify any discrepancies, such as having multiple instruments (e.g., three acoustic guitars) but only one labeled channel for that instrument.

### 2. Coordinate and Plan

- The **Sunday Sound Engineer** and **Production Lead** will collaborate to create a custom patch list for the day.
- Coordinate with the **Worship Leader** to confirm the stage layout and any specific needs for the service.

### 3. Create a Custom Patch List

The patch list should include:

1. **Instrument Name:** Clearly label the instrument (e.g., Acoustic 1, Acoustic 2, Keys).
  2. **Box and Input Assignment:** Specify which box and input the instrument will plug into.
  3. **Stage Box Routing:** Determine where the input should be routed into the stage box.
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## Guidelines for Assigning Channels

### 1. Use Unused Channels

- If additional instruments are present, use available channels that are not required for that service. For example:
  - A second or third acoustic guitar may take the place of an instrument, such as keys, if keys are not in the set.

### 2. Label Clearly

- Clearly label the custom patch on the stage box and ensure all team members are aware of the changes.
  - 3. **Communicate Changes**
    - Share the custom patch list with the team, including the Worship Leader, Sound Engineer, and Production Lead, before the service begins.
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## Example Scenario

### Setup:

- 3 Acoustic Guitars
- 1 Pre-Labeled Acoustic Channel

### Solution:

1. Assign the primary Acoustic Guitar to the labeled Acoustic channel.
  2. Reassign channels for Acoustic 2 and Acoustic 3:
    - Acoustic 2: Use the channel originally labeled for Keys (if Keys are not in use).
    - Acoustic 3: Use the channel originally labeled for Percussion (if Percussion is not in use).
  3. Update the stage box patching to reflect these changes and clearly label the cables and inputs.
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## Responsibilities

- **Sunday Sound Engineer:**
    - Ensure all instruments are properly patched and tested before the service.
    - Communicate any custom patching to the team.
  - **Production Lead:**
    - Work with the Sound Engineer and Worship Leader to finalize the stage layout and patch list.
  - **Worship Leader:**
    - Provide input on stage layout and confirm instrument placements.
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## Important Notes

- Ensure the patching is completed and tested during soundcheck.
- Double-check all labels and communicate any last-minute changes to the team.
- Document the custom patch list for future reference if a similar scenario arises.

# Stage Patching Planner

**Purpose:** This planner provides a structured approach to setting up the worship stage, ensuring seamless integration of all instruments and microphones into the audio system. It serves as a reference for worship coordinators, production leads, and sound engineers to efficiently organize stage inputs, optimize available channels, and minimize last-minute changes.

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## Process Overview

### 1. Scheduling the Special Set

- The **Worship Coordinator** schedules dates for a special set (e.g., an acoustic set with multiple of the same instrument or a special service with more than the typical number of instruments).
- This should be planned before **the week of**.

### 2. Communicating Set Details

- Two weeks before the scheduled date, the **Worship Coordinator** communicates the set details to the **Production Ministry Lead**.
- Details should include:
  - The full list of instruments and vocalists.
  - Who is playing what instrument and if there are multiple of the same set a number per each of that type.
  - The preferred arrangement of the team on stage.
  - Have full and clear communication.

### 3. Creating the Patch List

- The **Production Ministry Lead** creates a patch list based on the provided details.
- The patch list should include:
  - **Instrument Name:** Clearly label each instrument (e.g., Acoustic 1, Acoustic 2, Keys, Vocals).
  - **Box and Input Assignment:** Specify where each instrument is plugged in.
  - **Stage Box Routing:** Define input routing within the stage box.
  - **Backup Plan:** Identify alternate channels for last-minute changes.

### 4. Distributing the Patch List

- Once completed, the **Production Ministry Lead** shares the patch list with:
  - **Worship Coordinator**
  - **Production Lead**
  - **Sound Tech**

### 5. Implementing the Patching Plan

- The **Worship Coordinator** ensures the team follows the patching directions listed in this document.
- The **Production Team** reprograms the sound console for the service.

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## Guidelines for Assigning Channels

- **Utilize Unused Channels:** If additional instruments are present, reassign unused channels as needed.
  - Example: If the set does not include a keyboard, its designated input can be used for another instrument.
- **Label Clearly:** Ensure all changes are marked on the stage box and input list.
- **Communicate Changes:** Share the final patch list with the Worship Leader, Sound Engineer, and Production Lead before the service begins.

### Example Patching Scenario *Stage Setup:*

- 3 Acoustic Guitars
- 1 Pre-Labeled Acoustic Channel

#### *Solution:*

1. Assign the primary Acoustic Guitar to the labeled Acoustic channel.
2. Reassign channels for Acoustic 2 and Acoustic 3:
  - **Acoustic 2:** Use the input originally assigned to Keys (if not in use).
  - **Acoustic 3:** Use the input originally assigned to Percussion (if not in use).
3. Update the stage box patching and label all changes accordingly.

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## Roles and Responsibilities

- **Worship Coordinator:**
  - Schedule special sets and communicate details to the Production Ministry Lead two weeks in advance.
  - Ensure the worship team follows the provided patching directions.
- **Production Ministry Lead:**
  - Create the patch list based on the provided details.
  - Distribute the patch list to the Worship Coordinator, Production Lead, and Sound Tech.
- **Sunday Sound Engineer:**
  - Ensure all instruments are properly patched and tested before the service.
  - Communicate any custom patching to the team.
- **Production Team:**
  - Reprogram the sound console for the service.
- **Production Lead:**
  - Oversee the implementation of the patching plan.
  - Work with the Worship Coordinator and Sound Engineer to finalize all details.

**Final Checklist** ✓ Ensure all patching is completed and tested during soundcheck. ✓  
Double-check all labels and input assignments. ✓ Communicate any last-minute changes to the  
team. ✓ Document the custom patch list for future reference.