



A/V Technician Lead

You have been invited to be the AV Tech Lead for a Dunamis Event. A Dunamis Track consists of 6 projects over 2-3 years. Ideally, you have completed a full Dunamis Track, attended an Exousia event, and are a member of Dunamis Fellowship International. Please read and complete the [DFI membership form](#). For any questions or concerns, contact your Track or Event Director or the Dean of Events & Leadership. We and the DFC board are praying for you.

Role Description

Oversee and manage all technical aspects of the event, including equipment acquisition, transportation, AV team recruitment, setup, operation, troubleshooting, and feedback.

Pre-Event (3 to 6 months before):

- ☐ Establish technical requirements with the Leadership team, especially the Worship Lead and Teachers.
- ☐ Liaise with the Leadership Team, venue, Worship Team, and Teachers so all technical needs are met.
- ☐ Attend Leadership team meetings if possible.

Questions to ask:

- ☐ Are the tech requirements the same as the previous event?
- ☐ How many instruments and singers are on the worship team?
- ☐ Do they need sound system reinforcement, or can they be heard acoustically? How will they be amplified?
- ☐ Do the musicians have their own equipment (microphones, cables, stands, etc.)?
- ☐ Will teachers play audio from their laptops? How will it connect to the sound system?
- ☐ What is the teachers' microphone preference (lapel, headset, handheld)?
- ☐ Who provides HDMI adapters for teachers' laptops?
- ☐ Is any part of the event being recorded? How will this be handled?

AV provision (if any) in place at the venue

- ☐ Is AV equipment included in your booking? Is it in good working order?
- ☐ Is there an in-house technician to liaise with?
- ☐ Can you do a site visit to check AV provisions and take measurements?
- ☐ Do you need instruction on using existing equipment? When will that be provided?
- ☐ What are the room dimensions and layout options? Decide on the layout with the Leadership team.
- ☐ Do you have the right equipment for the chosen layout?
- ☐ Does the venue require any safety certificates (e.g., PAT test, public liability insurance)?

Timing

- ☐ How long is needed to set up and test equipment?
- ☐ How long does the worship team need to rehearse and sound check?
- ☐ What time does the event start?
- ☐ What time can you access the venue? (Consider hiring the venue for extra time if needed.)



Based on the gathered information:

- ☐ Plan a suitable AV system to meet event requirements.
- ☐ Borrow, rent, or purchase necessary equipment (consult with the event team for expenditures).
- ☐ Provide any required equipment safety certificates (e.g., PAT Test).
- ☐ Create a channel list for instruments and microphones.
- ☐ Make a complete equipment list, sorted into categories.
- ☐ Have background music for breaks and ministry times.
- ☐ Obtain relevant slides or presentations for breaks.
- ☐ Recruit volunteers for tech roles.
- ☐ Implement feedback and changes from previous events.

1 Month Before

- ☐ Remind teachers to bring their own HDMI adapters if needed.
- ☐ Remind teachers to arrange to use a computer if they are not using their own laptop.
- ☐ Purchase consumables such as batteries, electrical tape, gaffer tape, cable ties etc
- ☐ Make any relevant changes based off feedback and experience on the last event.

At Event

Audio

- ☐ Set up and soundcheck the sound system.
- ☐ Ensure high-quality audio with appropriate volume, coverage, tone, clarity, and intelligibility.
- ☐ Obtain Wi-Fi access/password if needed.
- ☐ Attend the Leadership Team meeting pre-event and be prayed for.
- ☐ Oversee AV equipment operation (delegate or share the load if needed).
- ☐ Be alert to the Spirit's guidance and Leadership Team's discernment for adjustments.
- ☐ Manage and maintain appropriate volume levels during the event.
- ☐ Ensure proper microphone placement, especially for lapel and headset microphones.
- ☐ Discern with TD about attending Leadership Team meetings (recommended).

Visual

- ☐ Control which visuals (lyrics, slides, zoom, etc.) are displayed on screens.
- ☐ Ensure the Worship Leader prepares lyrics before the conference, including translations if needed.
- ☐ Assist the Worship Leader in inputting their worship set into the lyrics software during the event.
- ☐ Operate lyrics during worship times, as discussed with the Worship Leader.
- ☐ Keep an accurate record of songs used for CCLI reporting, in collaboration with the Worship Team.
- ☐ Take notes on issues for feedback and planning for the next event.

Prior to next/follow up events

- ☐ Make notes of any changes needed for future events and research solutions if required.
- ☐ Attend the Leadership Team debrief after the event.



Example Item Checklist

Audio:

- ☐ Sound desk
- ☐ Speakers & stands
- ☐ Monitor speakers for musicians
- ☐ Microphones (wired for singers, wireless for teachers)
- ☐ Microphone stands
- ☐ XLR cables
- ☐ ¼" Jack cables
- ☐ Cable converters
- ☐ Stage box (Snake, Multicore)
- ☐ DI boxes
- ☐ USB audio interface
- ☐ Headphones for monitoring
- ☐ Device for background music playback

Visual:

- ☐ Laptop for lyrics/teacher slides
- ☐ HDMI cables, converters, splitters
- ☐ 3.5mm Jack to ¼" Jack cable
- ☐ Projector
- ☐ TV screens
- ☐ Comfort/relay monitor
- ☐ Fiber HDMI cables or HDMI to SDI converters

Power:

- ☐ Power strips
- ☐ Long extension cables
- ☐ International adapters

Other:

- ☐ Tables for AV equipment
- ☐ Chairs for tech area
- ☐ Music stands and lecterns
- ☐ Projector stand/cart
- ☐ USBC to HDMI adapters
- ☐ Thunderbolt to HDMI adapters

Consumables:

- ☐ Tape (electrical, gaffe, hi-vis)
- ☐ Batteries
- ☐ Sharpies, pens, notepad
- ☐ Cable ties

