

Stage and microphones

Saturday stage setup

Keyman 	Crew	Stage overseer
Jason Kirby	Gerald Berard; SuMalei Kirby; Matthew Chappelle; Cameron Korell	Jeff Korell

Your team prepares the stage microphones and stands, runs the on-stage XLR microphone cables, and helps participants use the microphones correctly.

Before starting, meet Jason, review the team’s [DC-83](#), and open Sheets 4-1 and 6-1 in the [schematics](#).

DC-83 — Saturday morning safety review

Reviewed by Ralph Ord on 5 October 2026. [Open the final PDF](#).

Job Hazard Analysis

(Job Hazard Analysis Instructions (DC-83i) must be used while completing this form.)

PROJECT TITLE	CABR-2026-10 Assembly A/V
JOB DESCRIPTION	Stage CW - setup and dismantling
JOB LOCATION	Imperial World Samrong - stage
SCHEDULED START DATE	2026/10/10
EMERGENCY NUMBER(S)	093-019-4124 (Program Overseer Bo Nielsen)



JOB STEPS		HAZARDS	CONTROL METHODS		
Clear tape and mark stage positions		Safety: Trips or falls at stage edge; shared work area.	Elimination/Admin: Remove loose tape; mark edge; coordinate crews and keep access clear. Assigned to: Jason Kirby		
Move MS-1 and set floor stands		Ergonomic/safety: 30 kg case; strain, pinch or tipping.	Engineering/Admin: Use wheels/help for case; set stands firmly; work shoes. Assigned to: Jason Kirby		
Route XLR from microphones to AMC-3		Safety: Cables across stage can cause trips or damage.	Engineering/Admin: Keep equipment off; route at edge; tape crossings; connect XLR first. Assigned to: Jason Kirby		
Check stands and test microphones		Safety/physical: Unstable stands or loud sound check.	Admin: Secure stands/slack, keep paths clear, coordinate low-level booth test. Assigned to: Jason Kirby		
Remove and pack stage equipment		Safety: Stage edge and loose leads during teardown.	Admin: Wait for crowd to clear; power off; work back from edge and inventory. Assigned to: Jason Kirby		
PREPARED BY JP Bourgeois	DATE PREPARED 2026/09/24	REVIEWED BY Ralph Ord	DATE REVIEWED 2026/10/05	REVISED BY	DATE REVISED

Use additional forms as needed.

DC-83-E 4/22

Safety:

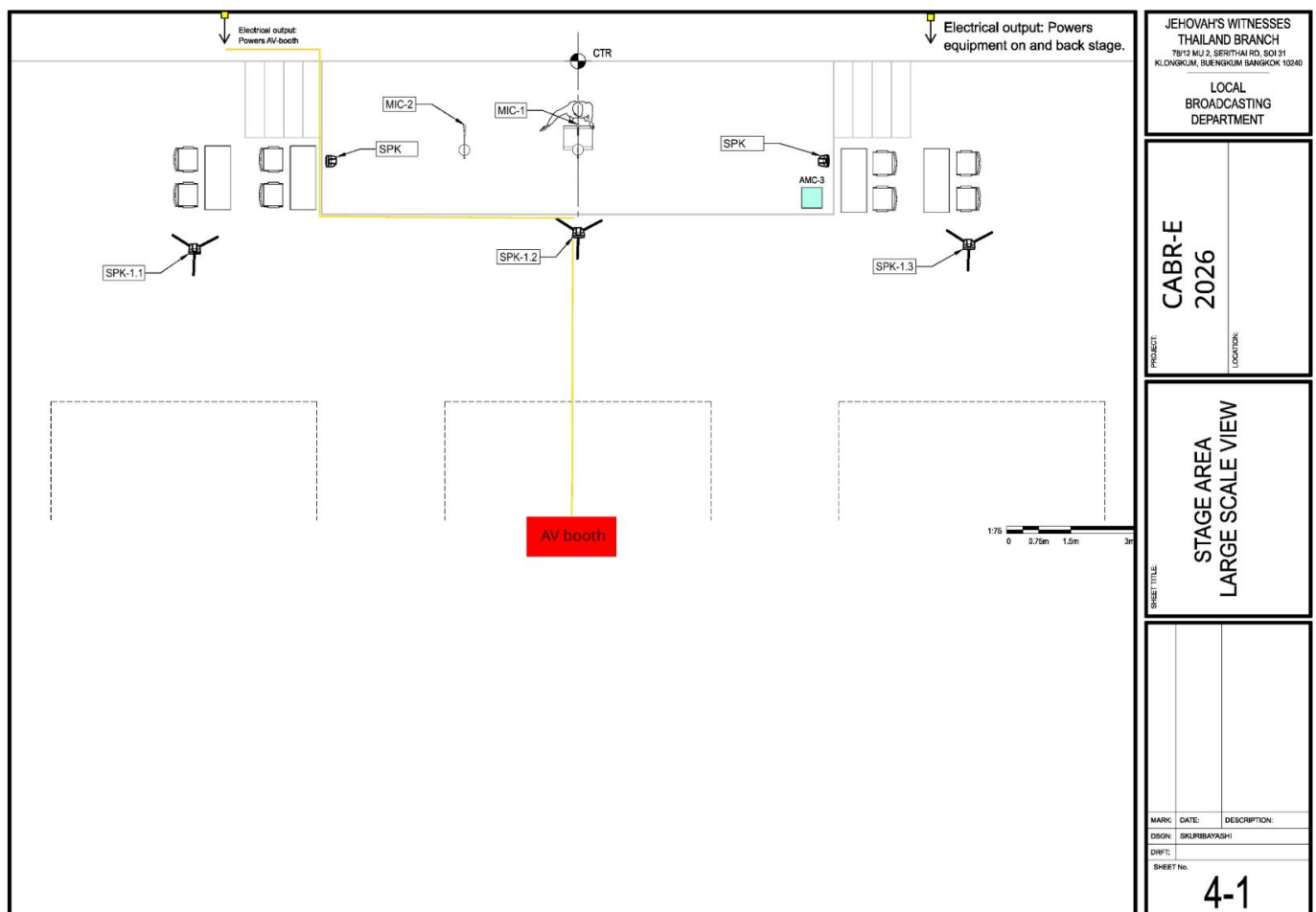
Watch the stage edge and keep access clear. Coordinate with Power and Loudspeakers in the shared work area. Roll the 30 kg MS-1 case with helpers and wear work shoes. Keep equipment switched off while connecting the XLR cables.

What XLR connectors look like



XLR cable connectors — male / female

Main reference — Sheet 4-1. Use it for microphone, lectern and stage-monitor positions and on-stage cable routes.



What your team does

1. Remove old or loose tape and mark the stage edge. Confirm the lectern, participant and microphone positions with Jeff.
2. Run the four **XLR microphone cables** between AMC-3 inputs 1–4 and the microphone positions. Confirm the handoff, routes and labels with Audio Cabling; ask for help if needed.
 - If the XLR cable has attached Velcro, open it and **roll the cable off**; do not remove the Velcro.
 - Route the XLR cables neatly along the stage edge and **away from participant walking paths**.
 - Where practical, do not run XLR audio cables parallel to power cables. If they must cross, **cross at right angles**.
 - Use only small pieces of tape where needed, and use proper cable protection anywhere an XLR cable crosses or enters a walkway.
 - Label each XLR cable at the AMC-3 end and again near its microphone position.
3. Connect each **XLR microphone cable** to its assigned AMC-3 input (1–4) and to the matching microphone before mounting the microphone. Set each stand firmly and tape the cable flat, away from the stage edge.
4. Agree the two stage-monitor positions with the Loudspeakers team.
5. Check stand stability and cable slack, then test every microphone position at low level with Alex and A/V Booth. Train the stage assistants on microphone placement and handoffs, including the venue wireless microphones.
6. Attend the program walk-through and follow the [S-343 Stage Layout](#) for chairman microphone positions, participant entry and exit, interviews, demonstrations and other stage cues. Before each participant goes on stage, give the required reminders from CO-160 Appendix F and confirm where the participant should stand or sit.

Sunday program assignments

Position	Morning	Afternoon
Stage key man	Jason Kirby	Matthew Chappelle
Chairman side mic (Stage right)	Gerald Berard	Corey DeLoach
Chairman side headset (Stage right)	Jason Kirby	Matthew Chappelle
Participant side mic (Stage left)	Ruben Martinez	Josh Norton
Participant side headset (Stage left)	Mike Vigil	Jeff Korell

Microphone positions

Microphone	Position	AMC-3 input
MIC-1	Lectern	1
MIC-2	Floor stand beside the lectern	2
MIC-3 and MIC-4	As Jeff directs	3 and 4
Venue wireless microphones	Roving use as assigned	Receivers on 5 and 6

Baptism arrangements and the exact positions for experiences are confirmed at the program walk-through.

When your stage setup is finished: Check with Lacey and help Audio Cabling with the remaining cable work.

Sunday dismantling

Stage dismantling keyman: Jeff Korell. Crew: Gerald Berard, SuMalei Kirby, Matthew Chappelle and Cameron Korell. See the [full dismantling team roster](#). Wait for the audience to clear and the teardown briefing to finish; confirm power is off. Work back from the stage edge while removing microphones, tape and stands, and inventory the equipment as it is packed.