

The Live Recording Run Sheet

The stuff the video didn't have time for. Built for singers and band members, from 11 years of live worship recordings.

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4-week rehearsal plan

Don't just "run the songs." Give each week one job.

WEEK 4 Learn it alone

Everyone learns parts at home with the original. Singers lock keys and harmonies. Leader sends the setlist, keys and reference links.

WEEK 3 Build the song maps

First band rehearsal. Agree every intro, ending and repeat. Write it on the song map (page 02). No improvising yet.

WEEK 2 Click, ears, transitions

Rehearse with click and in-ears if you'll use them. Spend half the time only on the gaps between songs.

WEEK 1 Run it like the night

Full set, top to bottom, no stopping. Talk moments, prayers, segues included. Record it on a phone and listen back together.

EVERY SESSION The 90-minute shape

10 min set up + check · 15 min hardest song first · 40 min run the set · 15 min fix 2 trouble spots · 10 min notes. Leave on time.

The song map

One line per section. If it's on the map, nobody guesses on the night.

EXAMPLE

Section	Bars	Who plays	Cue / note
Intro	8	Keys pad + click	Drums in on bar 5
Verse 1	16	Keys, bass	Leader solo vocal
Chorus	8	Full band	BGVs in, unison
Verse 2	16	Full, half-time	Harmony on 2nd half
Chorus ×2	16	Full band	Build into bridge
Bridge	8 + 8	Drop to keys	Watch leader for repeats
Tag	open	Full → down	Fist = last time
Ending	4	Keys only	Hold last chord, ring out

YOUR SONG _____ Key ____ BPM ____

Section	Bars	Who plays	Cue / note

Hand signals

Common worship-band signals. Every team varies, so agree yours in Week 3 and practise them until nobody has to think.

1 finger

Verse 1 (2 fingers = verse 2)

C shape

Go to chorus

Flat hand, palm down

Bridge

Finger circling

Repeat this section

Palm pushing down

Bring it down / softer

Palm lifting up

Build / bigger

Point up (after count)

Key change up

Closed fist

Last time / ending

Hand on head

From the top

Point at a player

You only / you lead

Finger on lips

Band out, vocals only

Tap wrist

Drums: hold the groove / vamp

The rule that saves recordings

Signals come one bar before the change, never on the downbeat. If you miss one, follow the drummer and bass. They'll have it.

15-min singer warm-up

Do it before soundcheck, not after. Soundcheck is not your warm-up.

- 2 min

Breath. In for 4, hold 4, out on “sss” for 8. Shoulders down, belly out.
- 3 min

Lip trills. Slide low to high and back on 5-note scales. Keeps it easy on the folds.
- 3 min

Hums + sirens. Hum “mm” into “ng”, then siren through your whole range like a slide whistle.
- 3 min

Vowels. “Mee-may-mah-moh-moo” on a scale, moving up by half steps to your top song note.
- 2 min

Diction. Tongue twisters fast and clear. Recordings punish mumbled words.
- 2 min

Hardest phrase. Sing the toughest line of the set at half volume, twice. Then stop.

VOICE CARE · 48 HOURS OUT

- Drink

Water steadily the day before and the day of, room temperature. Sipping only on the day is too late.
- Avoid

Shouting, whispering, late nights. Anything you know dries or clogs your voice (for many: dairy, alcohol, lots of caffeine).
- Steam

10 minutes over a bowl of hot water the morning of.

In-ear mix recipes

Start here at soundcheck, then adjust. Less is more: the louder your ears, the worse you'll sing and play.

Lead singer

Own voice ●●●

Keys / pad ●●

Bass ●

Click ●

BGVs ●

BGV / choir

Own part ●●●

Lead vocal ●●

Keys ●●

Click (optional) ●

Drums

Click ●●●

Bass ●●

Leader vocal ●●

Keys ●

Talkback ●●

Bass

Kick + snare ●●●●

Own bass ●●

Keys ●●

Click ●●

Keys

Own keys ●●●

Lead vocal ●●

Bass ●●

Click ●●

Guitar

Own guitar ●●●

Drums ●●

Keys ●

Click ●●

How to ask for changes

"Can I get a little more keys in my ears, please?"

One change at a time. Name the instrument, not "more everything." Ask for less of something before more of something else. Thumbs up when it's right, then leave it alone for the night.

When things go wrong

Every live recording has a moment. What you do in the next 2 seconds decides if it's usable.

Wrong chord	Don't stop. Pull back or mute to rhythm until the next downbeat, then come back in clean.
Lost your place	Look at the leader, listen to the bass. Rejoin at the next section, not mid-phrase.
Voice cracks	Stay on the mic and sing the next line. Stepping off is more noticeable than the crack.
Forgot lyrics	Hum the melody or sing the line you know. BGVs: be ready to cover the lead.
Broken string	Keep playing what you can. Swap guitars between songs, not during.
In-ears die	Pull one out, play to the room and watch the drummer. Signal the tech discreetly.
Wrong section	If half the band went there, go with them. Being together beats being right.

After the set: tell the leader what went wrong so it can be fixed in pickups. Silence now means it's on the album forever.

Gig bag checklist

Pack it the night before. Tick it at the door.



Singers

- ☐ Water (2 bottles)
- ☐ In-ear tips + case
- ☐ Lyric sheet / tablet
- ☐ Lozenges (non-menthol)
- ☐ Spare outfit



Keys

- ☐ Sustain pedal
- ☐ Power + spare cable
- ☐ Laptop + charger
- ☐ Audio interface / USB
- ☐ Patch list



Guitar / bass

- ☐ Spare strings
- ☐ Tuner + batteries
- ☐ Picks, capo, strap
- ☐ 2 spare cables
- ☐ Pedal power



Drums

- ☐ Sticks (2 pairs)
- ☐ Drum key
- ☐ Dampening gel
- ☐ Spare snare head
- ☐ Throne / cushion



Everyone

- ☐ In-ear pack + batteries
- ☐ Song maps (printed)
- ☐ Phone on silent
- ☐ Snack + water



Camera

- ☐ Team colour plan
- ☐ Solid colours
- ☐ No tiny stripes
- ☐ No big logos

You're ready.

Send this to your whole band and singers. The best recordings come from teams that prepared together.

NEXT · SHEET 2 OF 5

The Mud-Free Mix Card

The exact order I mix in, with real settings for vocals, keys, bass and drums.

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