
The Music Room

Updated - 12 October 2019

The music room contains most of the sheet music and equipment our ministry requires. This document contains pictures of how to keep it neat and tidy for everyone, so that you can locate what you need with the minimum fuss. Please put things back in the way shown here.



The ladder on the left hand side will be stored on 2 hooks on the wall. Two of the 8 lockers will be used to store hardware for church maintenance - spare globes, door lock parts, etc.,

The remaining 6 lockers are for the music ministry, and will be keyed alike. The leader of each group will have a key, with a spare in the sacristy and the office. Each locker will contain related music - for example, all of the music for Psalms, and the lockers will be labelled appropriately.

Note the clutter free lay out. You can get to any of the items you need without having to move other pieces of equipment out of the way.

Cables should always be neatly rewound on their reels, and stored on the hooks attached to the wall.

Do not loop cables tightly, nor tie them up at the end. This is one of the main causes of cable failure. The internal wires within the cable will slowly deteriorate and eventually break, leaving the cable useless.



Don't leave cables loose on the hooks and cable reels in the body of the church as in the photos below, other than the two cases on reels permanently attached to the mixer for the feedback speakers.

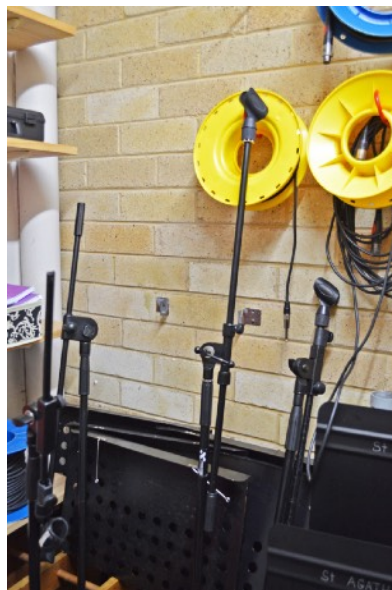


On the right hand side of the room is a framework box. It holds all the older music stands, which can be used as spares. Some of these will no longer extend, but are perfectly usable for seated instrumentalists. If you use them, note the way they are folded, and return them folded in the same manner. Ensure they sit neatly in the back row of the framework box. Microphone stands are used more regularly. They should be folded down to their smallest dimension (see later in this document) and placed in the front row - nor more than 2 per opening to avoid them catching each other.

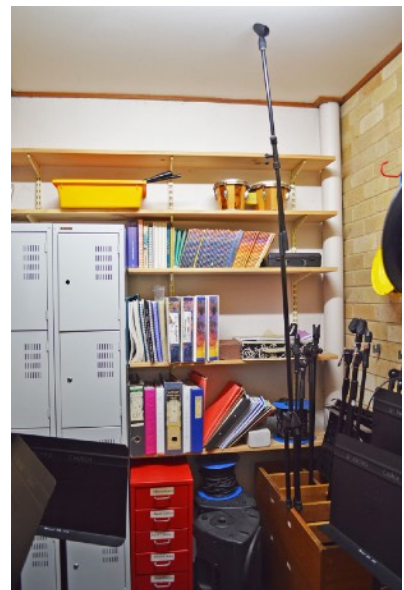
Like This



Not This



Nor This



To the left of the framework box, the 4 new music stands can be stored neatly - varying the height of the sheet music frame and offsetting the legs helps them store neatly.

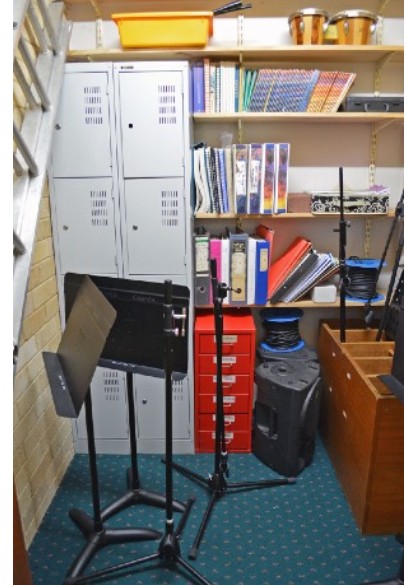
Like This



And This



NOT LIKE THIS!



See the attached sequence for folding the microphone stands. Note that the clamp that holds the microphone should be at the top (not on the bottom as shown on the next page. This will cause it to catch on other stands or the dividers when it is placed in the framework box, possibly breaking it.)

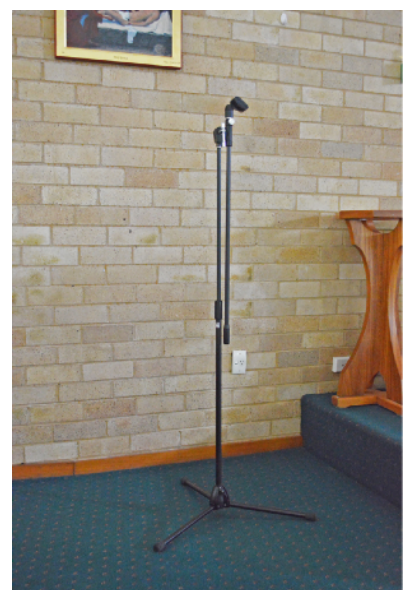
Start here



Fold arm vertically, clamp at the top



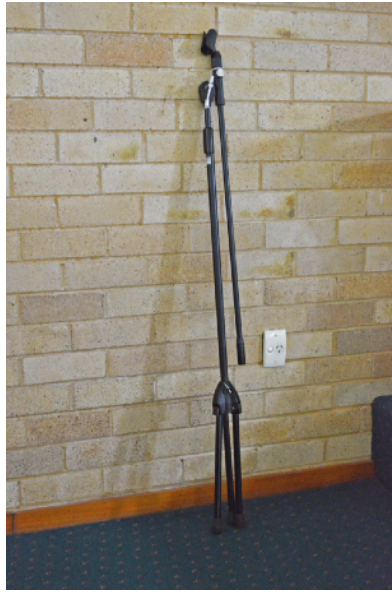
Loosen silver clamp & lower arm as far as it will go



**Loosen clamp on main
frame and lower arm.**



Fold up legs



NOT LIKE THIS!

