



Music HQ, The Beacon - Centre for Enterprise, Llanelli, Wales SA14 8LQ
www.musichq.co.uk | info@musichq.co.uk

Velvet Soul | Music HQ METHOD STATEMENT

Unloading

- Vehicle to be parked at agreed loading point
- Equipment to be unloaded using agreed access route to be designed to allow safe access to the stage area by the shortest most practical route.

Manual Handling

- Best practise should be employed always.
- Heavier equipment should only be carried by competent persons
- Equipment should be carried the minimum distance possible
- Trolleys and similar should be used where practicable

Equipment Setup & Placement

- Speakers should be set up in front of the “stage” area
- PA system to be set up and mics connected before turning power on
- Master volume and channel volumes should be turned down before power on
- Suitable level to be found for master volume
- Cables should be run the shortest distance possible and behind or under the bands seats.
- Cables outside the immediate “stage” area should be routed to be out of the way or secured as appropriate (Gaffer Tape). This mainly applies to speaker and mains cable. Other cables that are more exposed should also be secured as appropriate (e.g. callers mic and monitor cables)
- Cables should not be routed across doors, corridors or emergency routes where possible.
- Where this cannot be avoided the cables should be secured.

Power

- Power to for band equipment to be provided by the venue/client

Electrical Safety

- All electrical equipment to be tested for electrical safety by a competent person on a regular basis (currently yearly, see PAT test certificate)
- All electrical equipment to be visually checked on each use.

Sound Check

- All instruments to be sound checked to avoid feedback
- Sound check to take place at agreed time with venue/client

Performance

- Show to be performed as per agreed timings with client.

Pack Down

- Equipment to be dismantled and loaded out using agreed route. Stage area to be left free of debris.

Velvet Soul are managed exclusively by [Music HQ](#). Copyright © 2017 Music HQ Llp.