Audio Visual Hero Volunteer Guide

Screen by the Green

A how-to for the volunteer who runs the AV

Beech Village Hall and Recreation Ground · Registered Charity 301738

Why this role matters (and why it's actually fun)

Screen by the Green is one of our most popular offerings! People come up the lane on a Friday night, get a drink at the bar, find their friends, and settle in for a proper film or National Theatre Live on the big screen. Whilst people come to see a film, what we offer and why they come back is the quality of the experience.

That's where you come in.

The AV volunteer is the person who makes sure the picture is bright, the sound is clean, the welcome slides are looping when people walk in, the music from the playlist is the right volume, and the disc actually plays when the lights go down. When it works, nobody notices, which is exactly the goal. People just enjoy the night.

This role suits you if you're **comfortable with a remote control and a few cables**, you like checking things twice, and you stay calm when a Blu-ray menu doesn't do what you expected on the first try. You don't need to be a techie. You just need to be the kind of person who arrives early, follows a checklist, and enjoys being part of the team that puts the show on.

The promise: If you follow the stages in this guide, in order, you will run a successful event. Everything below has been written with the assumption that you've never touched the kit before. You won't be alone — Kim (the Operations Lead) will train you, the Event Owner will run the first event with you, and you can call on Kim at any point.

What you'll be doing, in one paragraph

You'll pick up two keys, get the disc into the player and the kit out of the cupboards, charge a small fleet of microphones, lights and POS iPads, test the disc and the welcome slideshow, run a short test session with the Event Owner a few days before, then on the night you'll do a final set-up at 4pm, hand the mic to the presenter for the intro, run the show (Blu-ray on the big screen, with confident switches between your laptop and the disc), mix the sound, and pack everything away. The guide below walks you through each stage.

The team — who does what

You are not on your own. Screen by the Green is run by a small team of volunteers, each with a clear role. As the AV volunteer, you focus on AV and sound — everyone else has their own patch.

Role	Who	What they're responsible for
Operations Lead	Kim	Trains the team, owns the AV operating model, updates the digital signage. Any AV problem comes to Kim — phone or message at any point.
Event Owner	Jo	Owns the event end-to-end — picks the film/National Theatre Live title, books the disc, chairs the test session, presents the intro on the night, and runs the doors-open music playlist over Bluetooth.
Front of House	Volunteer on the night	Welcomes audience at the door, checks tickets, helps people to seats. May also run the doors-open or interval music if the Event Owner hands it over.
Bar Manager	Gill and Angela	Decides what we sell, stocks the bar, prices, sets up the POS apps.
Bar Stewards	Volunteers on the night	Run the bar — pour drinks, take payments via the POS iPads, restock during the interval.
AV Volunteer	That's you	Everything in this guide: AV set-up, mic, mixing, slideshow, switching sources, running the disc, packing down.

Who to call when something's wrong: AV / sound / picture issues — Kim (Operations Lead). Anything to do with the film, the timings or the audience — the Event Owner. Anything to do with the bar — the Bar Manager. Knowing who to escalate to keeps you calm; you don't have to fix everything yourself.

How this guide is organised

The role has four clear stages. Each one has its own section in this guide. Work through them in order — they're sequenced the way the event itself unfolds.

Stage	When	In a nutshell
1. Test	A few days before the event, with the Event Owner	Meet at the hall, load the disc, check it plays end-to-end, lock down the timings, test the welcome slideshow on your laptop. Hand timings to Kim for digital signage.
2. Set-up	16:00 on event day	Open the cupboards, put mics / lights / iPads on charge, deploy them once charged, AV check, slideshow ready, music ready over Bluetooth.
3. Final set-up	15 minutes before doors open	System in HDMI mode, slides on screen, mic on the presenter, music ready, you're in your seat.
4. Delivery & tidy-up	Showtime → end of night	Hand mic to presenter, mix sound, switch HDMI ↔ Blu-ray for the show, run the interval, then power everything down and put the kit away.

Read this once, then use it as a checklist: On your first event, read the whole guide cover to cover. After that, the checklists at the end of each stage are all you really need.

The equipment, and how to get to it

Before we walk through the stages, here's a quick orientation to the kit you'll be looking after and where to find it. Two cupboards, two keys, and a handful of devices.

The Extron AV control panel

The Extron control panel is mounted on the wall outside the media cupboard, at the far end of the hall. It is your main control surface for the whole evening — projector on/off, screen up/down, source selection (HDMI 1, BLU-RAY, APPLE TV), volume dials, mute buttons. The IR plate that picks up signals from the TASCAM Blu-ray remote is part of the Extron panel — that's where you point the remote.

Above the control panel is a QR code which you can scan to access the AV user guide

Cupboard 1 — the Media Cupboard

Location: far end of the main hall.

Key: Media Cupboard key (collect from the key holder before the event — confirm with Kim where it lives).

Inside the media cupboard you will find the TASCAM Blu-ray / media player itself, the Apple TV, the TASCAM remote control and the Apple TV remote. The AV system stays in the cupboard — you only unlock and open it to load the disc into the player and to take out the remote control. Most regular hall users don't have access to this cupboard. You do.

Cupboard 2 — the Left-Hand Store Cupboard (corridor)

Location: left-hand store cupboard in the corridor.

Key: Store Cupboard key (separate from the Media Cupboard key — collect both).

This cupboard is the home for the rechargeable kit. It contains: the handheld and headset microphones, the rechargeable batteries for the mics and their charger, the rechargeable table lights and their charger, and the POS iPads (Square / SumUp) and any separate card readers. You'll be in this cupboard at the start of set-up to put things on charge, and again later in set-up to deploy them.

What you'll be operating

Equipment	Lives in	What you do with it
Extron AV control panel	Wall outside the media cupboard	Your main control surface — turns the projector on/off, drops the screen, switches inputs, volumes, mutes. The IR plate is part of this panel.
Projector & motorised screen	Mounted in the hall	Driven entirely from the Extron panel. You never touch the projector itself.
TASCAM Blu-ray / media player	Media cupboard	Loads the disc. Operated with the TASCAM remote, pointed at the IR plate on the Extron panel.
Your laptop + HDMI cable	You bring it	Plugs into the front HDMI socket. Plays the welcome slideshow (an HTML file from SharePoint) in full-screen browser mode.
Handheld microphone	Store cupboard	For the presenter's intro. Charge during set-up. Feeds R.MIC 1 on the audio panel.
Headset (head) microphone	Store cupboard	Backup or alternative for the presenter. Charge during set-up. Feeds R.MIC 2.

Equipment	Lives in	What you do with it
Mic batteries + charger	Store cupboard	Take out at set-up; put batteries on charge. Slot freshly-charged batteries into the mics in good time before doors.
Rechargeable table lights	Store cupboard	Soft mood lighting on the audience tables. Charge at start of set-up; deploy once charged.
POS iPads (Square / SumUp)	Store cupboard	Card sales for the bar. Charge at start of set-up; place on the bar once ready.
Bluetooth (WP225)	Extron audio panel	The Event Owner or Front of House connects their phone to play the curated playlist before doors and during the interval. Only audible in HDMI mode (see below).

On the Extron panel — the long-press buttons: Three buttons need a 5-second long press: PROJ ON to power the projector on, PROJ OFF to power it off, and the source buttons HDMI 1 / BLU-RAY / APPLE TV when you switch between modes. A short tap won't do it — hold for 5 seconds.

Reference materials

Bookmark these on your phone before the event:

- TASCAM Blu-ray player full manual — BD-MP1 Manual (PDF). Useful if a disc behaves oddly and you want to look up a specific remote function.
- The Beech Village Hall basic AV system user guide PDF (the volunteer-friendly one with photos of the panel) — keep a copy on your phone for quick reference.

Critical to understand — the two sound modes

Beech Village Hall's AV system has two sound modes. They are tied to which source you have selected on the Extron panel. The whole evening hangs on knowing which mode you're in at any given moment, because they behave very differently.

HDMI mode

When the system is on HDMI 1 (your laptop): your laptop's sound plays, AND the microphones (R.MIC 1 / R.MIC 2) work, AND Bluetooth (WP225) works. Every other input is live and mixable. This is the mode you use for the doors-open period, for the intro, and for the interval.

Blu-ray mode

When the system is on BLU-RAY: only the disc's audio plays. The mics, Bluetooth and other inputs are silenced. This is the mode you use for the film itself.

What this means in practice: Doors-open music + slideshow → **HDMI mode** (laptop slideshow on screen, Bluetooth music audible).

Presenter's intro: → **HDMI mode** (mic is live; slideshow still on screen behind them). If you switch to Blu-ray too early, the mic goes dead.

Film, first half and second half: → **Blu-ray mode** (disc audio only; mics deliberately silenced).

Interval: → **back to HDMI mode** (slideshow on screen, Bluetooth music for the bar).

Sound auto-routes: You do not need to press AUDIO ST. The Extron sound system automatically routes the correct audio when you change source. Your only sound jobs are switching modes (long-press HDMI 1 or BLU-RAY) and mixing levels.

Mixing — your sound mixing toolkit

During the event you are the sound mixer. There are three controls you need to be confident with:

- **Master volume dial —** the big volume dial on the Extron display panel. Sets the overall level in the room.
- **Individual input volume dials —** each input (R.MIC 1, R.MIC 2, HDMI U/P, Bluetooth) has its own volume dial. Use these to balance one against another, e.g. lift the mic over the music while the presenter is talking.
- **Mute buttons —** the small button next to each input volume dial. Use the mute on a mic that isn't in someone's hand to stop bumps and rustles. Use the mute on Bluetooth the moment the presenter takes the mic.

> **If you only remember one thing about mixing:** Mute what you're not using. A live but unattended R.MIC 1 lying on a table will pick up everything. The mute button is your friend.

Stage 1 — The Test session (a few days before)

This is the rehearsal. You and the Event Owner meet at the hall, run the disc, agree the timings and check the welcome slideshow. It usually takes 45 minutes to an hour. Aim to do it at least 2–3 days before the event so you've got time to react if anything is wrong with the disc.

Goals of the test session

- Confirm the Blu-ray plays end-to-end — including the menu, chapters and any extras you might use.
- Test the pause behaviour. Some discs (notably Universal titles) override the player's default 'never sleep' setting. If a paused disc puts the player to sleep, switching back to it mid-event is disruptive.
- Lock down the run-of-show times — start, intro, first half, interval, second half, end.
- Confirm the welcome slideshow plays in full screen on your laptop.
- Send Kim the agreed timings so she can update the digital signage.

Step-by-step

1. Open the cupboards and power up the AV

1. Collect the Media Cupboard key. Unlock and open the cupboard. Take out the TASCAM remote. (Leave the player itself in the cupboard — that's where it stays.)
2. Press and hold the PROJ ON button on the Extron panel for 5 seconds. The projector takes about 30–45 seconds to warm up.
3. Check that the cupboards in the main hall are fully shut — if they're open, the screen will foul them on the way down.
4. Press SCREEN DOWN. Wait for the screen to fully lower.

2. Load and test the disc

1. Open the media cupboard, load the disc into the TASCAM player.
2. On the Extron panel, press and hold BLU-RAY for 5 seconds. The system switches to Blu-ray mode.
3. Using the TASCAM remote, pointed at the IR plate on the Extron panel, navigate the disc menu. Start playback and let it run for at least 5 minutes to confirm picture, sound
4. Check SUBTITLES.
5. Skip ahead a chapter or two with the remote, just to check chapter navigation works on this particular disc.

> **NT Nive discs:** NT Live discs are normally distributed as a 'single chapter' so chapter advance takes you to the end of the show!

6. Check PAUSE works as predicted

> **The pause test (do this every time):** Start playback, press PAUSE on the remote and leave the disc paused for at least 15 minutes. Walk away and do something else. Come back and press PLAY. If the disc resumes immediately, all good. If the screen is blank or the player has gone to a black/sleep state, the disc has overridden the player's 'never sleep' setting — see 'If the disc sleeps' below.

3. Agree the run-of-show timings

With the Event Owner, work out the times for the event using the timing template a few pages on. You'll need the disc's actual run time (check the case or the disc menu) to work out where the interval falls.

Find the interval point. Aim for roughly halfway through the film, but pick a natural break — the end of a scene, a chapter boundary, a quiet moment — not mid-line. While you're scrubbing through to find it, write down two things in your notes:

- The time-into-the-film at the break point (e.g. 'pause at 00:54:12').

- The cue just before the break — a line of dialogue, a piece of action, a visual change. Anything that tells you 'the next beat is where I pause'. On the night you'll watch for that cue, then pause on the next beat — much more reliable than staring at a stopwatch.

Note both in the timing table on the next page (in the 'What's happening' cell for the interval row).

4. Test the welcome slideshow

1. On your own laptop, open the SharePoint folder: Social > SBTG > SBTG Entry Slides.
2. Open the slideshow HTML file (double-click it; it should open in your default browser).
3. Press F11 (or Cmd+Ctrl+F on Mac) to put the browser in full-screen mode.
4. Confirm the slides auto-advance. Watch through one full loop so you know how long it lasts and what's on it.
5. Plug your laptop into the front-of-panel HDMI socket using your own HDMI cable. On the Extron panel, press and hold HDMI 1 for 5 seconds.
6. Confirm the slideshow appears on the big screen at the right resolution and the slides are progressing.

Laptop tip: Disable sleep / screensaver on your laptop for the evening, and disable any notification banners. The laptop's display will be projected to the entire hall — you don't want a Slack ping appearing during the welcome slides.

5. Send the timings to Kim

As soon as the timings are agreed, send them to Kim. Kim updates the digital signage; you don't. Send: event title, date, doors-open time, start time, interval start/end times, finish time, bar-close time.

6. Power down and lock up

1. Stop the disc. Eject. Put it back in its case (don't leave it in the player overnight).
2. Press SCREEN UP.
3. Press and hold PROJ OFF on the Extron panel for 5 seconds to switch the projector off (it will run a cool-down cycle — that's normal).
4. Lock the cupboard. Return the key.

If the disc sleeps when paused

Some Blu-ray titles, especially Universal releases, force the player into a low-power state when paused. If this happens during the show or during your test, the recovery on the TASCAM is not the play button — it's a different sequence:

1. On the TASCAM remote, press TOP MENU.
2. Wait — give the player a few seconds to wake fully and re-read the disc menu.
3. Then press RETURN to drop back to where you were before the menu.
4. Resume playback.

If the pause test fails: The default plan for the live show is to PAUSE the disc at the interval (cleanest resume). But if this disc fails the 15-minute pause test i.e. the player drops to sleep when paused the restart is different:

PAUSE the disc and then after the player has gone into sleep mode you must press 'TOP MENU' and the 'RETURN.

Decide which approach you're using at the test session and write it on the timing sheet.

Run-of-show timing table

Fill this in at the test session. Write times in 24-hour format. Doors open 30 minutes before the start; the bar normally stays open until 22:30. Send the completed times to Kim so she can update the digital signage.

Worked example — a 110-minute film, 19:30 start

#	Start	End	What's happening	Duration
1	16:00	17:00	Set-up: kit on charge, AV check, lights / mics / iPads deployed	60 min
2	18:45	19:00	Final set-up: 15 mins before doors — HDMI mode, slides up, levels checked, mic to presenter	15 min
3	19:00	19:30	Doors open — slideshow looping, Bluetooth playlist on, bar open	30 min
4	19:30	19:33	Presenter intro (HDMI mode; mic on R.MIC 1; mute Bluetooth)	3 min
5	19:33	20:28	First half — long-press BLU-RAY, press PLAY	55 min
6	20:28	20:38	Interval — pause disc on cue (note dialogue/visual cue at test), long-press HDMI 1, slideshow + playlist	10 min
7	20:38	21:33	Second half — long-press BLU-RAY, press PLAY (or TOP MENU → RETURN if disc had to be stopped)	55 min
8	21:33	22:30	Film ends — long-press HDMI 1, slideshow back on, bar continues	57 min
9	22:30	—	Bar closes, tidy-up begins	—

Blank template — fill in for this event

Event title: _____ **Date:** _____ **Disc run time:** _____ min

#	Start	End	What's happening	Duration
1			Set-up	60 min
2			Final set-up (15 min before doors)	15 min
3			Doors open	30 min
4			Presenter intro	3 min
5			First half	____ min
6			Interval	10 min
7			Second half	____ min
8			Film ends	—
9		—	Bar closes / tidy-up	—

Stage 2 — Set-up (16:00 on event day)

Aim to arrive at 16:00 — three hours before doors. That gives you a comfortable hour to get the kit on charge, set up everything else, and react to anything unexpected. Bring your laptop and HDMI cable.

Charging happens on the day, not the night before: We charge the mic batteries, table lights and POS iPads here at set-up. Get them on charge first thing when you arrive so they're fully topped up before doors at 19:00.

Order of work

1. Keys, cupboards and charging

1. Collect both keys (Media Cupboard key, Store Cupboard key).
2. Open the corridor store cupboard. Take out the rechargeable batteries and the charger. Plug each battery into the charger and confirm the indicator. Plug each table light onto its charging dock. Plug the iPads in. The batteries and lights need at least 60–90 minutes — that's why we do this first.
3. Take the handheld and headset mics out of the cupboard, and the POS iPads (and any separate card readers). Leave them on charge / standby for now.
4. Unlock and open the media cupboard. Take out the TASCAM remote and the Apple TV remote (if needed). Load the Blu-ray disc into the TASCAM player.

2. Power up the AV and run a full check and then power back down

1. Make sure the cupboards in the main hall are fully shut — the screen will foul on any cupboard left open.
2. On the Extron panel, press and hold PROJ ON for 5 seconds.
3. Press SCREEN DOWN. Wait for the screen to fully lower.
4. Press and hold BLU-RAY for 5 seconds. Press PLAY on the TASCAM remote. Confirm picture and sound for 30 seconds, then stop the disc.
5. Check sound quality and check operation of SUBTITLES
6. Plug your laptop into the front-of-panel HDMI socket. Press and hold HDMI 1 for 5 seconds. Open the SharePoint slideshow HTML file, full-screen it, leave it looping. Confirm picture and sound on screen.

3. POS iPads

1. Take the iPads (and any separate card readers) to the bar and to the Welcome desk.
2. Wake them, confirm they're unlocked into the Square app Bar menu
3. Plug them into mains to charge where the bar has sockets.

4. The slideshow + Bluetooth music

1. Leave your laptop connected, system in HDMI mode, slideshow looping in full-screen.
2. Confirm the Bluetooth pairing works: ask the Event Owner (or whoever is running music tonight) to pair their phone to WP225 from the Extron Bluetooth plate, and play 30 seconds of the playlist. Confirm volume balance against the slideshow.

Lock HALL cupboard once you're done, leave the MEDIA cupboard unlocked to enable fast access if needed, the keys go back in your pocket, not on a bar, until you need them again at tidy-up.

Stage 3 — Final set-up (15 minutes before doors)

This is the deep breath before the room fills. You're doing one last check that everything is exactly as you want it, then you're standing back.

In these 15 minutes

Power up the AV and run a full check

1. Make sure the cupboards in the main hall are fully shut — the screen will foul on any cupboard left open.
2. On the Extron panel, press and hold PROJ ON for 5 seconds.
3. Press SCREEN DOWN. Wait for the screen to fully lower.
4. Press and hold BLU-RAY for 5 seconds. Press PLAY on the TASCAM remote. Confirm picture and sound for 30 seconds.
5. Enable subtitles and check they show
6. **Cue up the disc to the agreed start and then press PAUSE.**
7. Plug your laptop into the front-of-panel HDMI socket. Press and hold HDMI 1 for 5 seconds. Open the SharePoint slideshow HTML file, full-screen it, leave it looping. Confirm picture and sound on screen.
8. Test switching between HDMI and Blu ray
9. Once happy leave in HDMI ready to start

Set up and test the Microphones

1. Once the batteries are charged (90 minutes from when you put them on), slot recharged batteries into each mic.
2. Switch each mic on. With the system in HDMI mode, the R.MIC 1 / R.MIC 2 light on the Extron audio panel should flicker when you tap or speak into the mic.
3. Set the R.MIC 1 / R.MIC 2 dial to a sensible level — you'll fine-tune at final set-up with the presenter.
4. Place the presenter's preferred mic on the small table near the front of the hall, switched OFF until they're ready.

Table lights

1. Once the lights are charged, take them out of their dock.
2. Distribute one per audience table. Switch each to its lowest warm setting (we want mood, not reading-light).

Final checks

1. Confirm the system is in HDMI mode (laptop slideshow on screen, mics live, Bluetooth live).
2. Confirm your laptop is awake, slideshow looping in full-screen.
3. Confirm the Blu-ray disc is loaded and PAUSED at start
4. Turn on radio mic R.MIC 1. Do a brief mic check together: 'one, two, testing'. Adjust the R.MIC 1 (or R.MIC 2) dial. Mute the other mic so it's not picking up bumps.
5. Confirm Bluetooth music is paired and ready. Set its volume so it's present but not loud — people can chat over it.
6. Sit in your AV seat (somewhere with a clear view of the screen and easy access to the Extron panel and the laptop). Have the TASCAM remote in your hand.

> **You are not on duty at the bar:** Once you sit down, your job is the show — sound mixing, source switching, watching the picture. Don't get pulled into bar service or door duty — Bar Stewards and Front of House cover that. You being calmly available at the AV is what keeps the night running.

Stage 4 — Delivery (running the show)

Doors open. People file in. The slideshow does its job. The playlist hums in the background. You're relaxed because the test session went well and the kit is working. Here's what the show actually looks like from your seat.

Doors open (T −30) — HDMI mode

1. System in HDMI mode.
2. Slideshow looping in full-screen on your laptop, on screen.
3. Bluetooth playlist playing from the Event Owner's / Front of House's phone, at a low background level.
4. Bar busy. POS iPads doing their thing.
5. You're seated at the AV. Watching the level meters, leaving everything alone unless something needs attention.

Presenter's intro (T 0) — still HDMI mode

1. Hand presenter the mic.
2. Mute the Bluetooth input (small mute button on the Extron audio panel) so the music doesn't fight the mic.
3. UNMUTE R.MIC 1 (or R.MIC 2) dial to a clearly-audible level. Tweak the master volume if the room feels off.
4. They speak for ~3 minutes. The slideshow stays on the screen behind them — that's fine.
5. Towards the end of the intro, they'll cue you (a nod, a 'thanks, let's start the film').

Switch to the film — first half (Blu-ray mode)

1. On the Extron panel: press and hold BLU-RAY for 5 seconds. The system switches to Blu-ray mode and the mics fall silent (that's deliberate — see 'Two sound modes').
2. Aim the TASCAM remote at the IR plate on the Extron panel.
   - Press PLAY
   - If the Blue ray has gone to sleep press TOP MENU and then wait for menu and press RETURN
3. Confirm picture, sound and SUBTITLES. Sit back.
   - If no sound, recycle ie press HDMI and the press BLU RAY again
   - Note the time the film actually started — useful for working out when the interval falls if certificates / trailers added a couple of minutes
4. MONITOR and ADJUST the sound level through the show, music and effects can be too LOUD and dialogue can be too QUIET.

> **If the presenter is still talking when you switch — wait:** Don't switch out of HDMI mode while the mic is live. The mic will go dead mid-sentence. Wait for the cue.

Mid-show interval (10 minutes) — back to HDMI mode

From the test session you should know two things: roughly when the interval falls, and the on-screen cue (a line of dialogue or visual beat) that tells you the break is one beat away.

1. Watch for the cue. On the next beat, press PAUSE on the TASCAM remote — the disc holds on a frozen frame.
2. On the Extron, press and hold HDMI 1 for 5 seconds. Slideshow returns to the screen, system is back in HDMI mode.
3. Un-mute the Bluetooth input on the Extron audio panel. The playlist comes back.
4. Bar serves; people stretch. You stay near the AV.

5. At T+8 minutes, give the Event Owner a heads-up that you're ready to go again.

If this disc failed the pause test: Don't pause — STOP the disc instead (you decided this at the test session). On the second half you'll long-press BLU-RAY, then use TOP MENU → wait → RETURN, or skip to the chapter you noted, to resume.

Second half — back to Blu-ray mode

1. On the Extron panel: press and hold BLU-RAY for 5 seconds.
2. If you paused the disc at the interval: aim the TASCAM remote and press PLAY — playback continues from the frozen frame.
3. Confirm picture and sound. Back to your seat.
4. MONITOR and ADJUST the sound level through the show, music and effects can be too LOUD and dialogue can be too QUIET.

End of the film

Don't rush off the disc the moment the credits hit. The Event Owner usually wants to say a few words — a thank-you, a plug for the next film, sometimes a quick raffle draw. The sequence is:

1. Wait for the cue from the Event Owner. They'll signal you when they want to speak (a nod, a hand up, or you'll have agreed it during set-up).
2. On the cue, bring the disc volume down on the audio panel — drop the level so the music under the credits sits well below speaking volume. Don't kill it; a low bed of music is fine. (You stay in Blu-ray mode for now — that keeps the credits on screen.)
3. The Event Owner speaks unamplified from the front. Remember the mics are silent in Blu-ray mode — that's deliberate, you don't need to do anything with them.
4. When the Event Owner has finished AND the credits are nearly done, press and hold HDMI 1 on the Extron for 5 seconds. System switches to HDMI mode; slideshow returns to the screen; un-mute the Bluetooth input so the playlist comes back at a low level.
5. Bring the room sound back up a touch — people will be chatting.
6. Bar stays open until 22:30.

Tidy-up & power down

Resist the temptation to start packing the AV down while people are still in the hall — it's a horrible look, the speakers cut out and the room loses atmosphere. Wait until the bar is closed and the room is mostly clear, around 22:30.

Power down the AV

1. Stop the disc, eject it, return it to its case, hand it back to the Event Owner (or put it in the agreed location).
2. Unplug your laptop's HDMI cable. Pack your laptop.
3. On the Extron panel, press SCREEN UP. Wait until the screen is fully retracted.
4. Press and hold PROJ OFF for 5 seconds. The projector runs a cool-down cycle for ~30 seconds — that's normal. Don't pull power.

Microphones, lights, iPads

1. Switch each microphone OFF. Take the rechargeable batteries out of the mics.
2. Return the mics, batteries and charger to the corridor store cupboard. (Batteries don't need to stay on charge between events unless we're close on time.)
3. Collect each table light. Switch off. Return to the cupboard.
4. Collect both POS iPads (and card readers). Lock the screens. Return to the cupboard.

Lock up

1. Close and lock the media cupboard.
2. Close and lock the corridor store cupboard.
3. Return both keys to the agreed key holder.
4. Send Kim a quick 'all packed away, anything to flag for next time?' message.

Troubleshooting on the night

If something goes wrong, breathe. Most issues come down to wrong mode, wrong button, a muted input, or a flat battery. Work through the most likely causes in order — don't start changing five things at once.

Symptom	What to check, in order
Mic isn't making sound	1. Are you in HDMI mode? Mics are silent in Blu-ray mode (by design). 2. Mic switched on at the mic itself? Battery icon on? 3. Right channel awake? R.MIC 1 / R.MIC 2 light should flicker when you tap. 4. Channel volume up on the audio panel; mute button NOT engaged. 5. Switch to the spare mic on the other channel.
No picture on screen	1. Is the projector actually on? PROJ ON button — held for 5 seconds. 2. Is the screen down? SCREEN DOWN button (main hall cupboards must be fully shut). 3. Right input selected? Long-press HDMI 1 for laptop, BLU-RAY for disc, APPLE TV for streaming. 4. For laptop: is your screen mirrored / extended? Try 'Mirror display'. 5. HDMI cable seated firmly at both ends.
No sound at all	1. Master volume not at zero. 2. Input not muted (small mute button next to its volume dial). 3. For Blu-ray: are you actually in Blu-ray mode (long-pressed BLU-RAY for 5 seconds)? 4. For the laptop: is the laptop's own volume up and not muted? 5. For Bluetooth: 'forget' the device on the phone and reconnect to WP225.
Disc plays then sleeps	1. On the TASCAM remote: TOP MENU. 2. Wait — let the player wake fully and load the disc menu. 3. Then RETURN to drop back to where you were. 4. If that fails: stop, eject, re-insert, BLU-RAY long-press, PLAY.
Slideshow won't go full-screen	1. Press F11 (Windows) or Ctrl+Cmd+F (Mac) once the browser window is focused. 2. If slides aren't advancing, refresh the page — the HTML auto-plays from load. 3. If SharePoint won't open the file: download a local copy in advance, save it to your laptop, and open from there. Always carry a local backup.
Bluetooth music dropping out	1. The phone running the playlist is too far from WP225 / left the room. 2. Too many other devices in the room contesting for Bluetooth — switch the phone to airplane mode + Bluetooth on. 3. Forget WP225 on the phone, reconnect.
POS iPad won't take payment	1. Wi-Fi connected? Check the Wi-Fi icon in the iPad's status bar. 2. Card reader paired (Bluetooth) and charged? 3. Switch to the second iPad while you fix the first. 4. Talk to the Bar Manager / Bar Stewards — the bar has its own backup procedures.
Screen won't come down cleanly	1. Are the cupboards in the main hall fully shut? Any open cupboard door will foul the screen — close them, press SCREEN UP, wait 5 seconds, then SCREEN DOWN.

When in doubt — call or WhatsApp Kim on 07501 187496 : If you've worked through the checks and something still isn't right, call Kim (Operations Lead). He knows the room, the kit and the audience. Better a 60-second phone call now than a stressful 5 minutes in front of a full house.

For TASCAM-specific quirks (remote codes, eject behaviour, region settings) the full manual is the best fallback: TASCAM BD-MP1 Manual (PDF).

Checklists:

Blank template — fill in for this event

Event title: _____ **Date:** _____ **Disc run time:** _____ min

#	Start	End	What's happening	Duration
1			Set-up	60 min
2			Final set-up (15 min before doors)	15 min
3			Doors open	30 min
4			Presenter intro	3 min
5			First half	____ min
6			Interval	10 min
7			Second half	____ min
8			Film ends	—
9		—	Bar closes / tidy-up	—

BEECH VILLAGE HALL

Audio Visual Hero Volunteer Guide

Test stage checklist	Set-up checklist (16:00)	Final set-up checklist	Run	Tidy-up checklist
☐ Both keys collected ☐ Projector tested and working ☐ Disc plays end-to-end with picture and sound ☐ Pause behaviour tested (15-minute pause) and noted ☐ Run-of-show timing table completed (next page) ☐ Welcome slideshow played in full-screen on your laptop, projected on screen ☐ Timings sent to Kim ☐ Cupboards locked, keys returned	☐ Both cupboards open and reset; remotes located ☐ Mic batteries on charge ☐ Table lights on charge ☐ POS iPads on charge ☐ Disc loaded in TASCAM player ☐ Projector on, screen down (main hall cupboards confirmed shut) ☐ Blu-ray tested briefly: picture + sound confirmed ☐ Laptop tested in HDMI mode: picture + sound confirmed ☐ Slideshow looping full-screen on the big screen ☐ POS iPads on the bar ☐ Bluetooth music tested with the Event Owner / Front of House ☐ Cupboards locked, keys in pocket	☐ Projector powered on + screen good ☐ System is in HDMI mode ☐ Slideshow looping full-screen ☐ Disc loaded, paused at start of show, not playing ☐ Charged batteries in mics; both R.MIC 1 / R.MIC 2 register signal ☐ Table lights deployed, all on ☐ Mic powered on and checked with presenter; spare mic muted ☐ Bluetooth music paired and at level ☐ POS iPads awake ☐ Remote in hand, you're ready	☐ Pass MIC to Jo ☐ Turn down Bluetooth volume and then mute ☐ Unmute MIC and adjust volume. ☐ On CUE long press on BLU RAY ☐ Wait ☐ Press PLAY on remote ☐ Adjust master volume ☐ Monitor volume and wait for break CUE ☐ Press PAUSE on remote ☐ Long press on HDMI ☐ UNMUTE Bluetooth ☐ Adjust volume ☐ Wait for end of break ☐ Long press on BLU RAY ☐ Wait ☐ Press PLAY on remote ☐ Adjust volume	☐ Disc returned to case ☐ Laptop disconnected and packed ☐ Screen up, projector through cool-down and off (PROJ OFF held for 5 seconds) ☐ Mics off, batteries removed, returned to cupboard ☐ Lights off, returned to cupboard ☐ iPads locked, returned to cupboard ☐ Both cupboards locked ☐ Keys returned ☐ Kim notified

Quick reference card

Power on the system	1. PROJ ON — hold 5 seconds. 2. Main hall cupboards confirmed shut. 3. SCREEN DOWN. 4. Long-press the source you want: HDMI 1 (laptop) / BLU-RAY (disc) / APPLE TV (streaming) — 5 seconds.
Two sound modes	• **HDMI mode —** laptop + mics + Bluetooth all live. Use for doors-open, intro, interval, end of film. • **Blu-ray mode —** disc audio only, mics + Bluetooth silenced. Use for the film itself.
Switching sources during the show	• Slideshow → film: long-press BLU-RAY (5 sec), then PLAY on the TASCAM remote. • Film → slideshow (interval): PAUSE the disc on the cue (or STOP if pause test failed), then long-press HDMI 1 (5 sec) and un-mute Bluetooth. • Slideshow → second half: long-press BLU-RAY (5 sec), then PLAY (or TOP MENU → wait → RETURN if you stopped the disc). • End of film → slideshow: wait for EO cue, drop disc volume, EO speaks unamplified, then when credits nearly done long-press HDMI 1 (5 sec) and un-mute Bluetooth.
Mixing	• Master volume — overall room level. • R.MIC 1 / R.MIC 2 — handheld and headset mic levels. • HDMI U/P — laptop audio level (slideshow / playlist if music is via laptop). • Bluetooth — phone playlist level. • Mute everything you're not actively using.
Power down	1. Stop disc / disconnect laptop. 2. SCREEN UP. 3. PROJ OFF — hold 5 seconds. Wait for cool-down

If all else fails….

If nothing seems to work recycle the power to the AV system. Inside the media cupboard the top rack is the power controller for the amplifiers you will need to:

1. Recycle the rack power by pressing SEQUENCE OFF
2. Turn off the separate power to the controller which is the switch in the lower part of the media cupboard by the sub woofer.
3. Then turn back on

Thank you

Honestly, thank you! The reason Beech Village has Screen by the Green nights at all is that volunteers like you give an evening to make them happen. Without an AV person, we don't have a film. With a calm, prepared AV person, we have a brilliant night out.

If you spot anything in this guide that's wrong, out of date, or missing, tell Kim and we'll update it. The next volunteer will thank you.

— The Beech Village Hall team