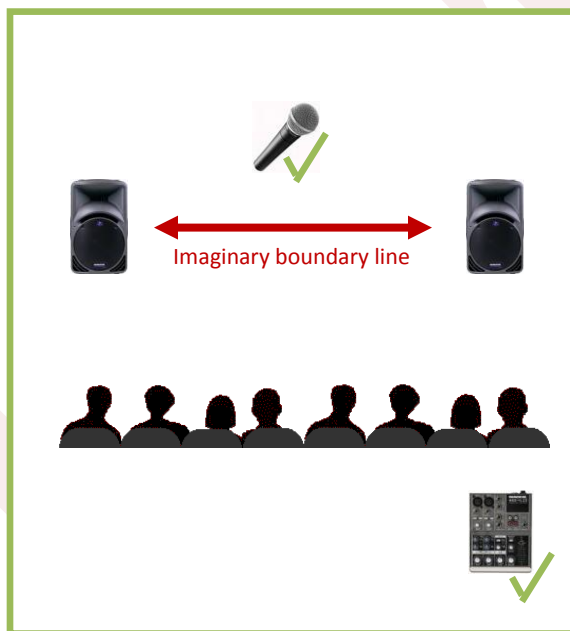


## Red Tree – White Paper Series “PA System Setup – Best Practices”

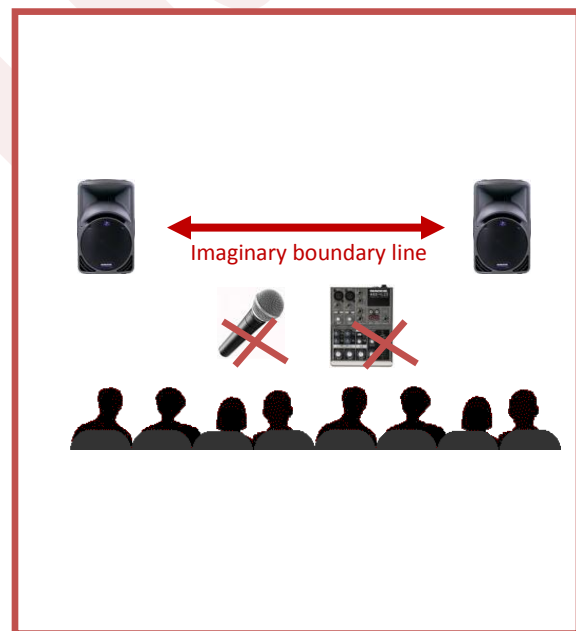


**Purpose:** To provide best practices for setting up a basic small PA system. Speakers and presenters often require amplification of their voice to be heard clearly throughout a room. A few small setup adjustments can have a big impact on the quality of your audio. While it is best to utilize professional services to ensure optimal performance for your meeting's audio visual technical needs, it is not always feasible. This brief guide is designed to help in situations where you have been charged with the responsibility of setting up and operating a small PA system. The following tips are good start to better sounding audio at your conference meeting.

- Place the microphone on the stand at the position the presenter will be speaking from. In situations involving a podium, make sure your Mic placement doesn't interfere with the presenter's ability to access it. Place the height of the Mic at the head level of your presenter. Face the front of the microphone (usually has a ball shaped screen on it) towards the presenter's mouth.
- Place the audio mixer in an easily accessible area that **cannot** be seen by the audience. You may need to make adjustments throughout the day and doing so without interrupting the presentation is very important. It can be beneficial to have the audio mixer behind the audience so you can hear the effects of any changes you make. However, keep in mind that your cable lengths will have to be long enough to reach your speaker cabinets and Mic.
- Place the speaker(s) off to the sides of the room. Face the front of the speakers towards the audience. Try to position them in such a way that the bottom of the cabinets are just above head level. This can be very easily accomplished using standard speaker stands.
- Draw an imaginary line between the two speakers and make sure that your microphone is placed behind that line. To clarify, when standing at the microphone you should not be able to see the front of your speakers.
- Following these simple steps will help you get off to great start!



In this setup the microphone is properly placed behind the speakers. The mixer is placed behind the audience where adjustments can be made without interrupting the presentation.



In this setup the microphone is in front of the speakers and feedback is more likely to occur. Adjustment to the mixing console will cause visual distractions for the audience and interrupt the presentation.