HOW TO START A PA SHARE

A TOOLKIT!

WHAT YOU’LL FIND INSIDE:

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H O W  T O  S T A R T  A  P A  S H A R E

Based on the DIY PHL model. There are probably other models. Feel free to adapt and recreate on your own, and e-mail grasstronaut@gmail.com with any tips or ideas you have.

Art by Pia Barnett. Layout & Development by Elise Granata: www.grasstronaut.com

1. RESEARCH
What’s the best PA for your needs? Need it to be loud, but simple to set up? Don’t care, just want something that works? How much money are we talking? Do some research, or consult a friend who’s a little more knowledgeable about this stuff.

2. FUNDRAISE
Get equipment donated. Throw a benefit show. Bake sale. Kickstarter-gogo. You’ll raise enough money in one event to have the PA pay for itself—plus, it’s a great promotional opportunity.

3. BRAND & PROMOTE
You have created a resource. How will people know where to find it? Make a simple website, create a logo and plaster your PA with stickers so people will know what it is when they see it at shows. Distribute flyers at event spaces or social gathering places where people may need this kind of resource.

4. CREATE A HOW-TO
All skill levels will be using this resource. That’s the beauty of it. So make it easy for a first-timer and redundant for a 89th-timer. Write out clear instructions, color-code your equipment. Make sure to laminate those instructions in-case-of-sweat.

5. SCHEDULE
Create a simple request form online through Google Forms or Wufoo. Link this to a public calendar where folks can see when and where the PA is being used during the month. This avoids double booking. How to avoid conflict? First come first serve. Always.

6. CONFIRM
Once someone has reserved the PA, it’s time to confirm. Send an e-mail, a text, give ‘em a short phone call. Let them know they’ve got it, and who you are. They’ll need to drop by your house/space to pick up the PA, so the “Hey I’m a human!” touch is important.

7. EXPLAIN
Make sure everyone knows what they’re getting into. Establish that they know the instructions, how loud is too loud, and that they sign an agreement to pay for a portion of the repairs in case your stuff comes back wonked. Also create a checklist so they know just what they’re getting. This guard against the PA coming back with a small ice cream cone in place of a microphone.

8. BE AVAILABLE
Members might have questions the night of their event. They’ll definitely need to pick up and return the PA from you at some point. Make sure to be on your phone for them, at your house, or at least delegate a roommate or collective-member to handle pick-up just in case you can’t be there.

9. COLLECT CASH
Collect small membership dues. DIY PHL charges a small $10/year, and this flows into creating sustainable and steady maintenance money for step number ...

10. MAINTAIN
The PA may be rented 3-4 times per week. You bet it’s going to get griny. Or broken. Or start to sound like it’s being used 3-4 times per week. Make sure to buy back-up equipment when you start to accrue membership dues, or throw small fundraiser (step 2!) shows to re-purchase big parts of the PA, like a speaker.

WANT MORE?
• Download a PDF with example documents, flyers and interviews
GRASSTRONAUT.COM/TOOLKITS
HOW TO START YOUR OWN PA SHARE

Based on the DIY PHL model. There are probably other models. Feel free to adapt and recreate on your own, and e-mail grasstronaut@gmail.com with any tips or ideas you have.

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Original interview held on the phone with Ramsey Beyer, member of DIY PHL on May 13th, 2015. Ramsey is also a comic artist, illustrator and photographer. You can explore her incredible work at everydaypants.com.

“It's also just a different way you can participate in punk. To put on shows instead of playing in a band. It's valuable to acknowledge different roles people are taking on in punk aside from playing music. That's kindof how the whole thing works.”

Could you say a little bit about what the PA share is?

Basically we just have one PA system that includes speakers, mixers, mics, mic stands, all the cables-- a whole set up, basically. That's a loud, powered speaker system. We have a pretty simple set-up. I help do a DIY calendar on our website, which hosts a calendar and it's been like a little hub for people to go find out about DIY shows [in Philly.] We set up a PA Share section of the website. People can sign up to be a DIY PHL member for a membership fee of $10 for the whole year. You can then use a PA up to three times a month. You just have to fill out a form saying what date you need it for, and check out the community calendar where you can see if it's already reserved or when it's free. So you can request a date, and then you have to just come pick it up and drop it off within a day of your show. And that's pretty much it. It's a pretty simple set-up.

What motivated you to do this with DIY PHL?

The aim for DIY PHL has always been to make DIY more accessible, in a way. When we started out, the catalyst for the calendar was that a few people I was friends with, who were original members with me, found out about a show the day after it happened. There was a sort of anger about the fact that people were generally not using as many paper flyers, that it was all just Facebook, and it was harder to find out about shows unless you were friends with the right people. From there we really wanted to make a totally inclusive, submission based, no-cool-club show calendar where we would try and do our best to find out what was going on. All the different scenes in one spot. So I guess the goal of DIY PHL has always been to make DIY feel more inclusive and more inviting, because it can be pretty scary just to show up at a random house if you don't know people there already.
From there we did a show called 'First Time's The Charm,' [a new-band-only show where new bands play their first set.] There's been a couple of these kinds of shows around the country. There's one called Not Enough Fest, and there was a first-timers show in London, a show in Grand Rapids. So we definitely weren't the first ones to do it, but that was the next thing we did. We did a show photobook first. That was our first project. We had people submit photos from different house shows they'd been to around the city. We were thinking of different ways people participate in punk and highlight them. We wanted to de-emphasize being in a band as the only way to gain credibility in a punk scene. So we did First Time's The Charm which was obviously focusing on being in a band, but it focused on new people being in a band. People who were intimidated about stepping up or joining a band before. And from there we used the money raised at that show to buy the PA. The idea behind the PA Share is basically: anyone can book a show, that's another way you can participate in DIY and punk. If you have a basement you can do it. But one barrier might be that you don't have access to expensive equipment. So that's kind of the missing link for anyone being able to book a show.

**How many people do you feel like you need to make the PA share happen? Not people who are reserving it, but to run it?**

I mean really, I do most of it myself. There's only one system, and only one person who can check it out at a time, and I think if too many people were trying to work on it it could get hard to schedule. People have to show up at my house and pick it up. Maybe a set of roommates could do it. If people had a shared key or something, or it was held at a community space, more than one person could do it. But it would have to be set up a little bit differently than how we do it since it's just out of my house.

**How many hours per week does maintaining the PA Share occupy?**

That's a little tricky. I check in on the spreadsheet once a day to see if there's any new requests, then I'll send out a confirmation e-mail...so maybe half-an-hour a day. And then on the weekends or when there's a reservation, you just have to be available. I spend time texting back and forth with people to schedule when they're going to pick it up and when they're going to drop it off. I have to make myself physically available.

**If you're out of town, is the system just unavailable then?**

In the past I've had roommates do it. If the people who have it checked out are members who have used it before, I try and have one person pick it up from the person who had it the night before. I try and get people to work together... but only if I have walked them through the whole checkout process already. Mostly I just make myself available the whole time. That's the hardest part *laughs*. Sometimes I want to go out to brunch, but I have to wait to do a pickup!
How do you feel like the word really got out about it?

It definitely was pretty active right off the bat. We promoted it at the show we were fundraising for it at. We had flyers, an e-mail address, and a page for it on the website so people knew about it pretty far in advance. We just put it on tumblr, we put it on our website that had a lot of visitors, Facebook page-- all over the DIY PHL presence. And people just started using it. I think we were most surprised by the fact that it wasn't people we knew who were using it right away. We put up flyers around the city and local spaces who didn't have a PA, so people who were doing shows at those spaces would see it. And then since then it's really picked up. The first month it was probably used five times, and now it's five times in a week sometimes.

That's crazy! When you say people are using it who you don't know, do you have any theories as to how it's getting spread around?

There's been a couple articles about us in a college newspaper. We've gotten kindof a handful of college show houses. It seems like word is spreading around that campus. And then there's a DIY showspace that doesn't have a PA system, a lot of people who book there will use it. And from there it's kindof word-of-mouth, probably still some flyers on the street. On the system itself we have some big stickers that say "DIY PHL PA SHARE" so if you're at a show you may just notice them on front of the speakers, really clear.

So let's walk through it step-by-step. How do you create something like this?

Raise the money to buy a PA. And then we did a bunch of research and made our purchases. We talked to a guy who does live sound recording, and he had a lot of advice about what type of gear we should buy. He had worked with a lot of bands and beginner bands, so he had a lot of insight about what gear would feel intuitive for new users.

So the idea was to get something that wasn't so fancy that it would be hard for other people to use?

Yeah. Something that is pretty simple, but loud. The key was we wanted a loud PA. We felt like at a lot of shows there just isn't a good PA. You just can't hear the vocals. So we wanted this to be a quality PA, and we actually had the money to buy a quality PA, so we just kinda went all out and did it. A lot of feedback we've gotten has been really cool and about how loud and great the system is. People will check ours out just because they have a really big show and want a good PA. So raise money, do your research, ask around for advice.

How much money did you initially raise?

We raised just under $2,000. And that includes all the mics, mic stands, all the cables, everything. And then someone offered a pretty sturdy shell case. We lined it with egg foam, and that was what we keep the mixer in and all the cords and the mic. So it's pretty self-contained.
It's the box, and the two speakers, and a bag full of stands. That's what we send people off with. So we brought all of the gear, and we did branding for it. We made a logo for it. We set up a page on the website for it, an e-mail address. We made flyers promoting it. We got stickers made, and we labeled every piece of equipment with a sticker so that they were branded and would not get mixed up at shows. We color-coordinated everything-- on the actual PA we wanted different color electrical tape, so on the mic cords, mics and input for the mics we put yellow tape. And then for the power cords and the mixer we put blue tape, and where you plug it in on the mixer we put blue tape. So we tried to make it as user friendly as possible. If you have never set it up before, all you have to do is match the cord to the color and you'll know how to set it up.

**Is that the only instructional guide?**

I drew a step-by-step instruction for how to plug it in, and also some troubleshooting. It's pretty basic. It's illustrated and step-by-step. It's pretty useful. We laminated that and put it in the box too. We send that with everyone every time if they have any questions or forget. So that's like the physical set-up of the actual PA. And then online we created a Google Form where you can fill out a request for a date, and that sends right to a spreadsheet in Google Docs for us to see. There's also a public Google Calendar so when we get a request form, we'll approve the request by e-mail and confirm it. And then we put it in place on the spreadsheet, save it on the calendar, mark it on the calendar so anyone can see it.

**You mentioned the pick-up process earlier, can you talk more about that?**

Once we send them a confirmation of their date-- which says we'll be in touch a day or two before your show to arrange pick-up and drop-off-- we send our address and phone number. I'll usually text them because it's more immediate, and say when I'll be home and individually coordinate with them when they want to pick it up. And they show up at our house! The first time they use the PA we made it really official at first because we had no idea what to expect. Would it break all the time? Would things get lost? So we made a membership agreement form so when people pick it up the first time they sign this form saying they agree to our guidelines. They sign and date it, and we write on it 'paid!' and have them pay us their $10 membership fee. We don't really do this anymore because it's been running so smoothly it feels unnecessary. But when we started, we had a checklist of everything included in the PA share. We would open up the box and check off every piece of equipment in front of them and show them what each thing is, and they'd sign it to acknowledge they had every piece of equipment. This made sure they wouldn't get to the show, say we didn't have something, and we'd have no basis for denial of it. We were very thorough because we had so much gear, we didn't know how it would be. When they brought it back we'd open up the box, go through the checklist again and that's how we made sure everything came back. That was all of the paper work.

We collect membership dues in a cash envelope. People can PayPal us or give us cash. On the spreadsheets we have a tab for all the upcoming reservations, a tab for all of the previous
reservations to archive all the shows it's been used at, a tab for members, and a tab for gear and purchases and repairs. And on that spreadsheet we keep track of things that have broken, things we have to buy, etc. That is all just accumulation of the $10 donations.

**Wow, that's awesome.**

Yeah. It's been pretty surprising. We had to make one major repair when a speaker actually blew. That was basically to repair was the cost of a new speaker. So my roommate, who is in the band Radiator Hospital, just suggested to do a benefit for us. And he threw a benefit and we raised the money for a new speaker. We bought a new speaker and sent the old one in for repair, so now we have a back-up speaker which is nice. As we accumulated money we'd buy up a back-up mic cable, back-up mic, etc but we didn't have a back-up speaker. So if anything little broke, we'd always have an extra thing on hand, but when the speaker broke it shut the whole thing down basically. We had to wait for two months to get it repaired. But now we have a back-up speaker which is really cool.

**Do you have a sense of how many people have used it?**

The PA itself has been running for 1.5 years, and it's been checked out 147 times. And members...we have 62 members. So yeah, some people will check it out one time a year, some will check it out once a month, some three times in a month and not again for six months. That's how the membership fee ends up working for us, because if someone uses it once we get their $10. It can accumulate that way without being too busy. If 60 people were trying to use it all the time it wouldn't work. I'll keep track on the spreadsheet if someone requests a date and it's already been reserved. I make a note of it so I can see if it's happening a lot. I don't know what I would do if it starts to get requested all the time for the same days. I guess if there was high enough demand I would try and buy a second PA system, but so far it seems like there's enough dates open all the time for people when they need it.

**What do you do when dates conflict?**

Because we have the request form, it's just first-come-first-serve. We mark it on the calendar and other people can check it before they even make a request. A lot of the time I feel like we don't get conflicting requests because people can check it out and see that it's booked. I check it pretty much every day.

**Have you ever been in a scenario where you have to figure out who to give it to?**

One time, maybe. I got two requests and they came into the spreadsheet on top of each other for the same day. And I just took the one that came in first. They appear in order, which is great.
**What would you say are some challenges of managing the PA Share?**

There are definitely things I think are shortcomings of our system. The fact that it's in a house, for one. Some people might not be comfortable coming to a person's house. It's also based in one neighborhood when people are doing shows all over the city. In an ideal world it would maybe rotate neighborhoods every other month to make it more fair for other scenes to use it. I do worry it will weigh in favor of my neighborhood, and not be an actual scenewide resource.

I've personally had to deal with a couple bro-ey mansplainers telling me they don't need advice or me to show them how to set up the PA because they've used the PA a million times, and will frantically text me during the show freaking out because they couldn't figure it out. So there's a subtle talking down to, where I'm just like 'alright dude...I am making a mental note of this!' So you'll deal with all sorts of different people. We don't really clean the PA, but they use it in basements or parties so sometimes we'll get it back and it will just smell like beer and be covered in dirt. So we do physical maintenance and go through the box, wipe off all the cables and clean it off which I didn't expect. Maybe that's it. It's been running very smoothly.

**Have there been any problems, or any broken parts?**

There have been a few times. Once a speaker blew and it was clearly because of user error. The first time people rent a PA we talk them through how to use it, and we'll say "the speaker has a blue light, and when it turns red that means it's peaking, and you need to turn down." The only solution is to turn down. Sometimes it'll come back after a really loud show and the speaker won't work. So in our agreement form we point this example of user error out before they sign it. We make them agree to pay for half of the repair. And it's only happened twice from user error. It can get grey, because one time someone returned it and didn't tell me it was broken, and didn't mention anything about it. So it's hard to know if somehow they didn't know or notice and it was innocent, or if they were trying to be sneaky and not say anything. So we didn't ask them about it and wound up covering the cost of repairs.

**You can't test it on the spot, which is tough.**

Yeah, exactly. And we're not there. We're not at the shows. So we can't blame someone. One time we were at one of the shows where a guy was making feedback in the speakers and it was peaking the whole time and we were like "no, this can't happen!" and it blew. But he paid for it. He felt like an idiot.

**On the flipside, there are obvious reasons to why this is valuable...can you speak to them a little bit more?**

Like I said before, a certain barrier to being able to book a show is having the space to do it, and having the gear. Bands usually bring their own gear, but not their own PA which is expected
from the space. PAs are really expensive. You might not know about PAs or music. But one way you can feel confident you’re doing the right thing is to borrow one that is all set up. It just makes doing your own house show or venue show a little more accessible as an option. It's also just a different way you can participate in punk. To put on shows instead of playing in a band. It's valuable to acknowledge different roles people are taking on in punk aside from playing music. That's kindof how the whole thing works. Those are the most valuable ways.
DIY PHL purchased a PA with funds raised at November’s First Time’s The Charm, an event that featured 17 brand new bands, and now it’s available for you to use for everything from punk shows to DIY plays.

HOW DOES IT WORK?

1) Email phillypashare@gmail.com to become a member (only $10 a year!). You’ll have to complete a brief training on how to set up and run the PA.
2) Once you are a member, you’ll receive a link to a calendar that shows when the PA is available and in use. Submit a request and wait for a confirmation from one of the PA Share Coordinators.
3) Pick up and return the PA to its home base in West Philadelphia within one day of the start and end of your event.
DIYPHLL
P.A.SHARE

The proceeds from First Time's The Charm are being used to buy a quality PA system to be used in a member-based PA share!

HOW WILL IT WORK?
Members will pay a small yearly fee ($10)* to gain access to use of the PA. You will be given access to an online calendar where you can reserve use of the PA for specific days/events. All members will be required to go through a quick training before using the PA for the first time.

WHY A PA SHARE?
The aim of DIYPHLL and First Time's The Charm is to break down barriers that exist within our scene that may prevent participation from those who may be interested. Limited access to expensive gear is a hurdle that prevents many from setting up their own shows or events!

*Yearly fees will be collected as a form of accountability and funds will be used for necessary repairs that occur from normal usage of the PA system. This fee is negotiable and can be waived if needed.

More info: phillypashare@gmail.com
WEB COPY:

Why a PA Share?

DIY PHL and its related programs/events hope to break down barriers to participation in our scene. Limited access to expensive gear is a hurdle that prevents many from setting up their own shows or events. To combat that we purchased a PA -- complete with mixer, mics, stands, and all necessary cables -- with community funds from First Time's The Charm, an event that featured 17 brand new bands, each of which included a musician who had never played in a band before and emphasized diversity and inclusiveness.

What gear does the PA Share include?

(3) Sennheiser e 835 Vocal Mics
(1) Mackie Mixer in a carrying case
(2) Speaker Stands with Bag
(2) Peavey PR 15D Powered Speakers
(2) 50ft speaker cables
(3) Mic Stands: 2 booms, one standard
(4) 30ft XLR cables
(2) extension cords
(2) power strips

How does the DIY PHL PA Share work?

1) **Become a member.** Members pay a small yearly fee of $10, which will be used for repairs that result from normal usage of the PA. This fee is negotiable and can be waived if necessary. Once you sign up as a member, you’ll be invited to a brief training, which will walk you through the steps of setting up and operating the PA. To sign up for a membership, email phillypashare@gmail.com.

2) **Check the calendar and submit your request.** Does the day that you want to use the PA look free? If so, fill out this form. Requests must be received a minimum of 48 hours before your requested date. After you submit the form, one of the PA Share coordinators will respond to you within 72 hours and reserve the requested date on the calendar and arrange for pickup. We’re asking members to submit no more than three requests per month, so that everyone gets an opportunity to use the system.

3) **Pick up and return the PA.** Members are responsible for transporting the PA to and from its home base in West Philly within one day of the start and finish of their event. There are a lot of parts, so when you pick up the PA, you’ll have to initial a checklist acknowledging that you’ve received them all. We’ll do the same thing when you return it, to make sure everything made it back. If something is lost in transit, you’ll be accountable for replacing it in a timely manner. You
are in charge of this community resource when it is checked out under your name, so be sure to monitor its usage during your event to make sure it is being handled correctly.

**What kinds of events can I use the PA Share for?**

DIY shows, movie screenings, plays, meetings -- whatever you can think of!

**I have more questions!**

Get in touch: phillypashare@gmail.com or diyphl@gmail.com.
FLYER COPY, slightly condensed from Website copy:

DIY PHL purchased a PA with funds raised at November’s First Time’s The Charm, an event that featured 17 brand new bands, and now it's available for you to use for everything from punk shows to DIY plays.

The PA includes:

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3) Pick up and return the PA to its home base in West Philadelphia within one day of the start and end of your event.

www.diyphl.com  diymphl@gmail.com  phillypashare@gmail.com
Thanks for joining the DIY PHL PA Share. Your membership is valid for one year from ___/___/____. By becoming a member of the PA Share, you agree to:

- Attend a 30 minute training session prior to your first time checking out the PA system
- Monitor usage of the PA during your event to make sure it’s being handled correctly
- Fill out a checklist upon receipt of the PA, and upon return, stating that all parts of the PA are accounted for
- Acknowledge that the PA is for community use and may not always be available when you need it
- Replace or repair any piece of equipment that is broken due to neglect or misuse while PA is under your care. This does not include normal wear and tear.

SIGNATURE, DATE, ETC
DIY PHL PA Share Request

See LINK for FAQ related to the PA Share. All members must complete a required training before being granted access to the PA. Email phillypashare@gmail.com with questions and to become a member.

Your Name: 

Your Email: 

Your Cell Phone Number: 

When would you like to borrow the PA?
All requests must be received at least 48 hours prior to requested date. Your request is not confirmed until you have received an email from one of the PA share coordinators, with details of pick up and drop off. All requests will receive a response within 72 hours.

mm/dd/yyyy

What kind of event are you borrowing the PA for?
This is so we can get an idea of how it is being used.

Submit

Never submit passwords through Google Forms.
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<th>Your Cell Phone Number:</th>
<th>What kind of event are you borrowing the PA for?</th>
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<td>Y</td>
</tr>
<tr>
<td>7/27/2015</td>
<td></td>
<td></td>
<td></td>
<td>ambient noise music</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>7/29/2015</td>
<td></td>
<td></td>
<td></td>
<td>experimental club dance party (called ATM)</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>7/31/2015</td>
<td></td>
<td></td>
<td></td>
<td>Show at Grey’s Ferry Skatepark</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>8/1/2015</td>
<td></td>
<td></td>
<td></td>
<td>basement show</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>8/3/2015</td>
<td></td>
<td></td>
<td></td>
<td>Arm Candy</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>8/4/2015</td>
<td></td>
<td></td>
<td></td>
<td>Punk Show</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>8/7/2015</td>
<td></td>
<td></td>
<td></td>
<td>House Show, Indie rock/alt</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>8/14/2015</td>
<td></td>
<td></td>
<td></td>
<td>diy show</td>
<td>Yes, RB</td>
<td>Y</td>
</tr>
<tr>
<td>8/28/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gear we have</td>
<td>Things we've purchased since the initial benefit money (using membership fee funds)</td>
<td>Things we need to/could buy</td>
<td>Things that have broken since we started the PA Share</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>---------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Peavey Speakers</td>
<td>3 replacement mic stands</td>
<td>reverb processor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Mic stands (+3 broken ones)</td>
<td>1 backup speaker cable</td>
<td>RCA cable</td>
<td>3 mic stands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Mics (+1 backup)</td>
<td>1 backup horn and half the cost of another (split with person who blew it)</td>
<td>proper tools (a screwdriver with the right starhead to open up the speaker for horn replacement, needle nose pliers, etc)</td>
<td>2 blown horns</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 50ft xlr speaker cables (+1 for backup)</td>
<td>digital multimeter</td>
<td>the speaker stand bag</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 xlr mic cables (3 currently broken, being exchanged)</td>
<td>big gear duffle to replace the worn out speaker stand bag</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mixer</td>
<td>3 extra mic clips (all used)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 big extension cords</td>
<td>2 replacement mic cable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 power strips</td>
<td>one new speaker with money from Sam's benefit show</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 power cables for speakers (+1 backup)</td>
<td>vinyl sticker labels</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 power cable for mixer</td>
<td>extra mic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 speaker stands</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>big gear bag</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 extra speaker horn</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>digital multimeter</td>
<td></td>
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</tr>
</tbody>
</table>
PLUGGING IN THE P.A.

1. Place the mixer to the side of where the band will play. Make sure it's easy to reach!

2. Figure out where the mic stands will go. Set them up now!

3. Set up the speaker stands on the left and right side of the "stage." It's best if they're further out toward the crowd than the mics.

*You don't want the mics to point toward the speakers or you'll get that high-pitched feedback noise that everyone hates! You can hear vocals much better if speakers are up off the ground.
4. Next, plug it all in—BUT don’t turn it on yet!

First, find the power supply cords. There’s one for the mixer and one for each speaker. We’ve provided power strips and extension cords.

Plug this into the wall or a power strip.

5. After everything has power, connect the speakers to the mixer using the long speaker cables.

6. Next, plug in the mics using the XLR cables. Make sure the volume is all the way down so the speakers don’t blow.

ALMOST THERE!
Make sure the low cut buttons are pressed in! These eliminate noise.

Double check that the volume is down.

Now you can turn it all on! But—

Remember: Turn the mixer on first, then the speakers.

-When the show is over, speakers off first, then the mixer.

NOW, YOU’RE GOOD TO GO!
DIYPHL PA SHARE MEMBERSHIP AGREEMENT

Thanks for joining the DIY PHL PA Share.
Your membership is valid for one year from:

___/___/___

By becoming a member of the PA Share, you agree to:

- Attend a 30-minute training session prior to your first time checking out the PA system

- Monitor usage of the PA during your event to make sure it’s being handled correctly

- Fill out a checklist upon receipt of the PA, and upon return, stating that all parts of the PA are accounted for

- Acknowledge that the PA is for community use and may not always be available when you need it

- Replace or repair any piece of equipment that is broken due to neglect or misuse while PA is under your care. This does not include normal wear and tear.

- Replace or repair any piece of equipment that goes missing while the PA is under your care.

I agree to the above requirements and expectations of the DIY PHL PA Share Membership Agreement.

Member Name: ______________________________________
Member Signature: _________________________________ Date: ____________
Do you have everything?

Please double check before returning the PA to DIYPHL!

- Mackie Mixer
- Mixer Power Supply Cord (blue tape)

- 2 Peavey Speakers
- 2 Speaker Power Supply Cords (green tape)
- 2 XLR Speaker Cables (white tape)
- 2 Speaker Stands and Bag

- Microphones
- XLR Mic Cables (yellow tape)
- Microphone Stands

- 2 Orange Extension Cords
- 2 Power Strips

Please wrap all cables and secure them with a velcro tie! This makes things way easier on us and makes the check-in process much faster.
THANKS!

DIY PHL - everything!
diyphl.com

RAMSEY BEYER - interview, everything!
everydaypants.com

PIA BARNETT - illustration!

ELISE GRANATA - compiling it all!

GRASSTRONAUT IS WHERE YOU’LL FIND MORE THINGS LIKE THIS.
WWW.GRASSTRONAUT.COM