

ONE ACTS STARTUP AND BREAKDOWN SHEET

Startup

1. Go to the Dimmer Room and turn on the Amp in the back
 - Make Sure the light Turns Red (you should hear clicks as it turns on)
2. Go up to the booth and turn on the computer on the mac mini
 - (Small silver box behind monitor)
 - Power button on left corner on the side with all the cables
3. Check to see the monitor is on
 - If not press the power button on the corner till it turns on
4. Take the green cloth off the mixer
5. Turn on the Audio Fire. This turns on the mixing board. Should be labeled on blue tape
 - If the mixing board still doesn't turn on. There is a button on the back that turns on the power. LEAVE THIS ON
6. Make sure the mixing board has the correct settings and should look like this every night.
7. The computer takes a long time to turn on. During this time, please start handing out Coms.
 - Go to the clear Com system in the Booth by the Stage Manager and turn the system on
 - i. Switch on the left of the system
 - Next to the label 2W both lights should be Green.
 - All the way on the Right there is a label that says IC1, IC2 make sure those are also green
 - Take the batteries in the back of the system and put them in the packs in the drawer
 - i. Make sure all the Channels are on IC1
 - ii. Each Go to Specific People:
 1. House Manager
 2. Assistant Stage Manager
 3. Assistant Stage Manager
 4. Other
8. Go back to the computer and type in the password for the user PRODUCTION
 - Password is on the Mac Mini if not the password is **Phatchants**
9. Open Show Qlab Show File **One Acts**
 - One the Computers Desktop
10. Check to see if all cues are active and don't have the **X** next to them
11. Check to see if all cues are at the right volume level
 - Check Cue level Sheet Provided
12. Have a Great Show!

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Break Down

1. After the show save the Qlab file
2. Please make sure you mute all three inputs on the mixer
3. Exit out of Qlab and start shutting down the computer.
4. Turn off the audio fire
5. Going over to the com system turn off the system with the power button on the far-left side.
6. You Should collect all coms that were given out that night
 - a. House manager
 - b. Assistant Stage Manager
 - c. Assistant Stage Manager
 - d. Other
7. Wipe all headphones down and turn them off
8. Take the batteries, put them on their charger and put items back in the drawer
9. Go to the dimmer room and turn off the amp.
 - a. You should hear clicks as it turns off and the light should turn green