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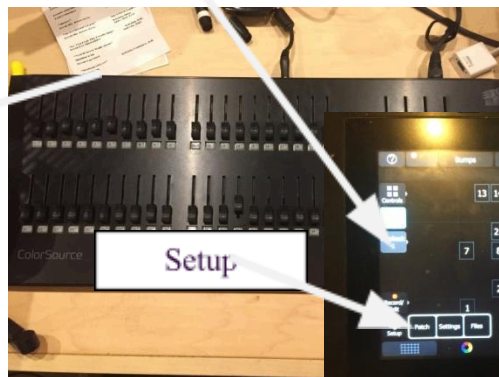
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Basic Opening of the Theatre

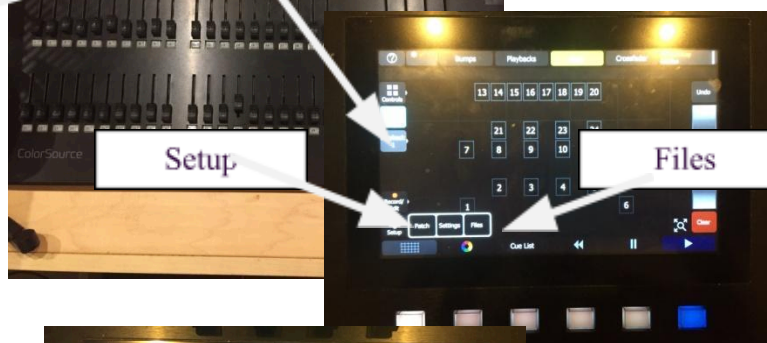
- Thermostats are located in three locations
 - Stage right behind curtain
 - Lobby on back wall
 - In theatre on back wall
- Turning on speakers (please perform in this order)
 - Turn on 2 power stripes (behind curtain on stage right & stage left)
 - Turn on sound board (located in back on the right side)
- Turn on light board
 - Push down blue button & bring up four channels right above touch screen
 - On touch screen hit
 - Setup
 - Files
 - Open
 - Master (or name of show you are working)
 - Accept

- At this time the lights will be cued to the start of the show and any time you need to change scenes hit the blue button to proceed

Blue Power Button



Four channels that need to be up for lights to turn on.



Master /
Name of
show you're
working

Open

- House lights & scenes are located on right side of sound booth - right next to sound board, they dim and then flick off with switch at the bottom

- Aisle lights are two switches located on the left side of sound booth - right next to light board
- Aux cord for sound is white and connected to the back of sound board - plug in for sound and make sure master is not on mute and you bring channel up slowly



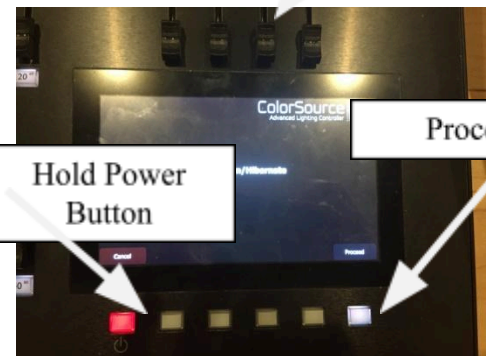
If this button is orange then it is muted make sure it looks like this and slowly bring the master volume channel up

Master Volume

Four Channels Down

Basic Closing of the Theatre

- Turn off light board
 - Make sure all four channels are down right above touch screen for lights to turn off
 - Press and hold the power button
 - Hit Proceed
- Make sure house lights and sconces are turned off
- Make sure Aisle lights are turned off
- Turning off sound (please perform in this order)
 - Turn off power strips (behind curtain on stage right & stage left)
 - Turn off sound board (located in back on the right side)
- Clean bathrooms
- Garbage's
- Vacuum
- Turn off all three thermostats (or down to 60 degrees during the winter months)
- All lights must be off
- Please leave the space how you found it!!



Hold Power Button

Proceed

Setting A Light Cue

- Turn on light board - same as you would in the basic opening of the theatre (pg. 2)
- ***Perform this step only if you are starting a new show

- o After opening up Master on touch screen hit
 - Setup
 - Files
 - Save As
 - Rename to what you would like your show to be, hit enter
- Click the home button (power button)
 - o Select on the touch screen what lights you would like to bring up
 - o Go over to left side of board and you will see your selection light up, raise those lights to the intensity of your liking
 - o On the touch screen hit the color wheel and select what color you would like the selected lights to be
 - o Repeat these steps until the stage is how you want it to be with lights
 - o On the touch screen hit
 - Record/edit
 - Cue
 - At this time you can rename the cue - change the fade in and out time
 - Store
- Make sure you SAVE your project otherwise the light cues you created will not be saved
 - o To save on touch screen hit (refer to page 2 for images)

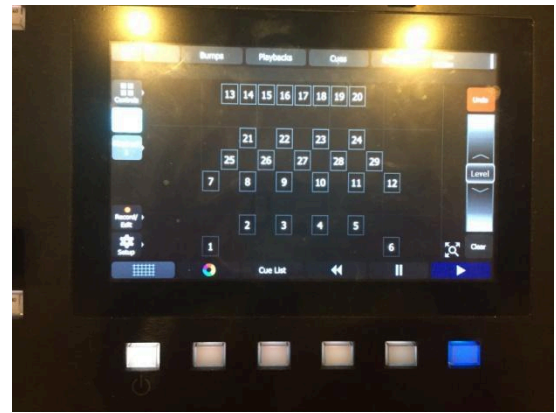
Lights you selected will highlight, raise channels for brightness

- Setup
- Files
- Save

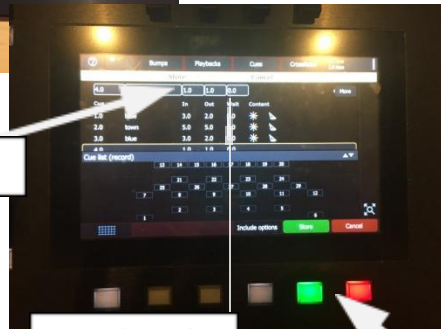
Select lights you want – Layout on board corresponds to the where the lights are located



Color wheel to select colors

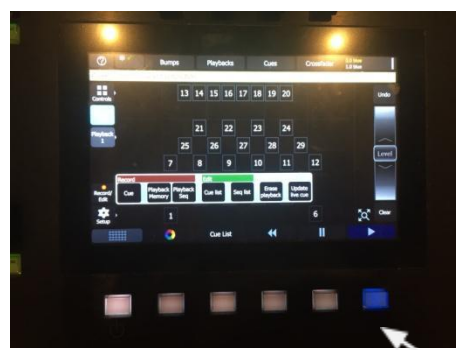


Name it



Fade In / Fade Out Timing

Store



Cue

How to Turn on Projector

- Remote for projector is located behind curtain on stage right, next to thermostat
- Push power button and put remote back on wall
- In sound booth find black cord – connected underneath on right wall (white adaptor can be used for mac and ipad)

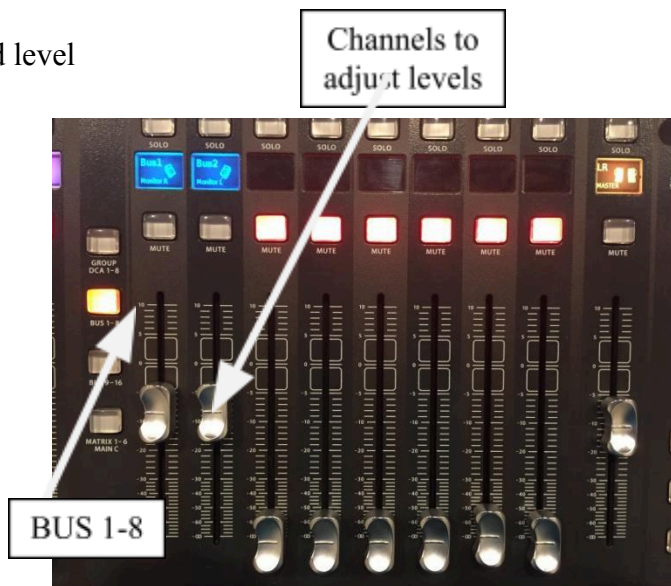
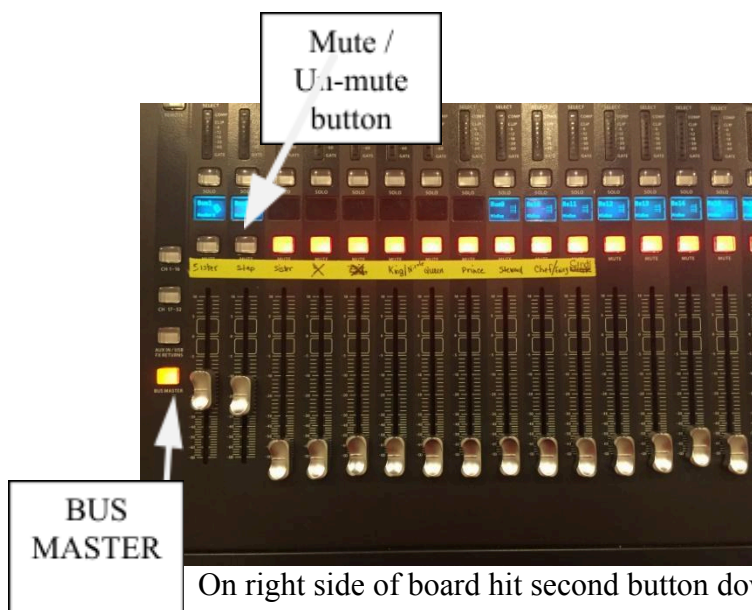
How to Turn on Headsets

- Underneath sound board the top black box – flip switch on and enjoy using the headsets



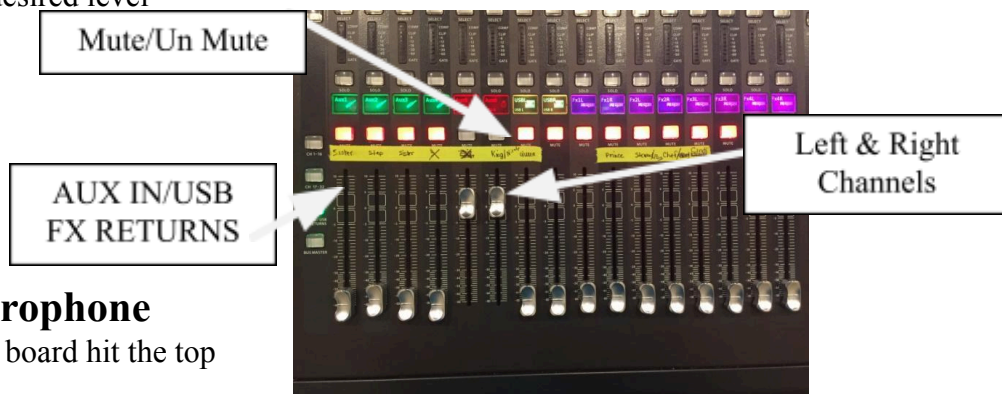
Adjusting the Monitor Levels

- Make sure the master volume level is where you would like it to be (pg. 3)
- You are able to perform either of these options as the right side is the main channel which is sent to the left side of the board.
 - ◇ On right side of board hit fourth button down – BUS MASTER (*main channel which is sent to left side of the board on BUS 1-8*)
 - ◆ Make sure both channels are not muted (if the button is orange it is muted /clear is not muted)
 - ◆ Adjust channel levels to your desired level
 - ◇ On left side of board hit second button down – BUS 1-8
 - ◆ Make sure both channels are not muted (if the button is orange it is muted / clear is not muted)
 - ◆ Adjust channel levels to your desired level



Adjusting iPod level

- On right side of board hit second button down – AUX IN/USB FX RETURNS
 - ◇ Make sure both sides are un muted (orange is mute / clear is not muted)
 - ◇ Move channels to desired level



Using A Stand Microphone

- On right side of sound board hit the top button CH 1-16
 - ◇ Labeled with a yellow background is stand 1 and stand 2
 - ◆ Un-mute (if button is orange then it is muted / clear means it is not muted)
 - ◆ Move channels to desired level

Using A Body Microphone

- On right side of sound board hit the top button CH 1-16
 - ◇ All body mic's have tape on them declaring which number they correspond to
 - ◆ Turn individual body mic on
 - ◇ All body mic's are labeled with the blue background and correspond to number on the mic
 - ◆ Un-mute and change the channel to desired level
 - ◆ Mute microphone when individual is off stage and when they enter un-mute their mic

