

Start Of Day (2 hrs to Show)	What/Where/When	Task	Notes
1	In Green Room	Clock In	
2	Offstage Left Ⓢ Pit Upstairs	Run Light Breaker ON (#38 - Brown outlets) Band UPS ON, Stand Lights ON unlock studio, uncover racks, bring down RF and batteries	offstage conductor monitors are powered from here make sure all of band has image of conductor cam
3	Ⓢ FOH	MOTUs ON Console and preamps ON PCs ON When ready, Distro ON	load latest SFX file, run syncback if needed check with folks onstage before making noise
4	Speaker Check	In SFX on Primary Computer: scroll down to "Speaker Check" memo and cue for next VNC into Primary computer on tablet (192.168.111.181) On Tablet: open Compass and connect to NTT Galileo 616 In "Project" Tab, Recall Snapshot "ASOTT Speaker Check" SC 1 - ASOTT Spkr Chk 1 GO (check offstage and wing mons) next - Fade Out GO (SC 2 - ASOTT Spkr Chk 2 autofollows) Use SFX cues to check: Offstage Ramsa L Offstage Ramsa R JF200 L JF200 R Radio (effect routes to JF200s) Stage Monitors L Stage Monitors R Subs L + R next - GO on Matrix, then use Compass to unmute/check: UPA-1P L UPA-1P C UPA-1P R MM-4 Apron Inside MM-4 Apron Outside 102 UBalc Side UPM-2P UBalc L UPM-2P UBalc R 102 UBalc Inside & Outside 102 UBalc Mix When done, GO on "Fade Out" GO on "End of Speaker Check" GO on "Top of Show" Command	pw: gacsound while backstage, make sure offstage video mons show conductor check automation video (Conductor, IR, two overhead shots) check balcony rail conductor cams (ask Josh to turn on nondim) *check that they are on spikes and HR sub is shimmed up properly Recall latest show snapshot in Compass before exiting make sure both SFX Cue lists are still lined up
5	RF Check: (start no sooner than 1 hour before half-hour)	Test MIDI on both SFX computers Check SM GO Button (plus video monitor and iPad) in light booth Batt up and test all RF (DM2K SC 4) Deliver RF to Dressing Rooms, spares and extra batts to Off SL *Make sure your other set of batteries is charging!	make sure audio hits console from both computers test and deliver Ephie's mics first, then check the rest *if any understudies are on, recall their libraries in SC 4 (don't return to 3 after doing this), attach correct elements, and label transmitters with white e-tape and a sharpie. make sure input 18 (Ephie BU) is muted before leaving Scene 4
6	Half-Hour (or earlier)	make sure FOH house lights are off/dimmed grab radio (Ch 2, set to listen on all) check in with actors, SMs, and band	
7	5 minutes	report to FOH punch through inputs check in on com (SM will cue you for SC 6-7/tuning) GO on SC 8 (Top of Act I) w/ Qlite Have a Great Show!	*make sure Secondary SFX machine is set to SM Command List FOH lights off, phone off
End Act I		punch through inputs	
Intermission	Upstairs Dressing Rms/Green Rm	check battery levels on RF receivers check in with actors, SMs, and band	
5 Minutes to Act II	Report to FOH	punch through inputs check in on com GO on SC 51 (Top of Act II) w/ Qlite	
2 Show Days		Distro off (if time allows), cue SFX for Top of Show, turn around RF	don't forget to eat!
End of Day			
1	Distro OFF		
2	Retrieve RF and de-batt	store upstairs on mic stand, cover racks and lock up studio	
3	Save (if things changed):	SFX files on both PCs Console file Galileo Snapshot do a SYNCBACK on Secondary computer	*if any u/s were on and you made changes, library channel strips (DON'T return to SC 3 or any adjustments will be lost)
4	Shut Down (in order):	PCs (skip to "Exit SFX and Shut Down" cue and GO) Console and pre-amp racks MOTUs	*make sure radio is charging *cover console and computer monitor
6	Ⓢ Pit Offstage Left	Band UPS OFF, Stand Light Dimmer OFF Run Light Breaker OFF	
7	Clock Out, Go Home!		