

Start Of Day	Where/When	Task	Notes
1	📍 Green Room:	Clock In	
	📍 Orchestra Pit:	Band UPS ON, Stand light switch ON, uncover piano (store cover upstairs in booth)	if yesterday was a piano tuning day (see dry-erase calendar on booth wall), plug piano hi xlr back into its pit snake jumper and restore keyboard and stand light
	📍 Sound Booth:	Galileo ON RF Rack ON Console ON Preamp rack ON Both PCs ON Open SFX on both PCs (check that date/timestamps on both files match) Test MIDI: With both PCs cued at top of lists, press GO once (DM2K SC 3 recalls) Flip MIDI switch next to preamps from PRIMARY to SECONDARY With switch in SECONDARY position, press GO again (DM2K SC 4 recalls) Flip MIDI switch back to PRIMARY, and press "PREV" UDK on console twice Amps ON when ready to Speaker Check (big green button on wall under whiteboard)	u & p: gohsound *switch controls which computer's MIDI is RECEIVED by console (both are always SENT) *this moves both PCs back to the top of the Sound Control List so they stay synced up *don't forget to turn on conductor cam monitor in booth!
	1.5	1st Show of Week: change amp filters and wash out old ones	clean set in top plastic drawer or drying on the hump
2	📍 Speaker Check	In SFX on Primary Computer: Go to "Speaker Check" Cue list in SFX On tablet: Open VNC app and connect to Primary computer (192.168.100.127) Open Compass app and connect to GOH Galileo 616 In "Project" Tab, Find the Snapshot "Oklahoma Speaker Check" and recall it. In SFX on Tablet (this is a screenshare of the Primary Computer): Speaker Check Memo GO SC 97 - Speaker Check 1 GO (sends music to Offstage Mons L+R and Pit Mons L+R+bass) next - Fade Out GO (SC 98 - Speaker Check 2 & crossfade music to Gramophone AF) Onstage: Check SFX Gramophone, SFX Shaft, DS FB, US FB, Subs using SFX fade Cues when done checking speakers onstage, GO on Matrix fade cue In the House: In Compass on the tablet, on "Galileo Map" tab Individually unmute/check all outputs: M1D UBalcs #1 Left and Right UPPER and LOWER (separate Galileo outs for each box) MM4 Apron Inside and Outside MSLs Left, Right, and Center MM4 UBalc #2 (both sides) MM4 UBalc #3 (both sides) M1D Mezz #3 MM4 Mezz #2 (both sides) MM4 Mezz #1 (both sides) When Done checking all speakers in house: on "Project" tab in Compass, find the show snapshot (tagged "B") and click RECALL When done, GO on "Fade Out" cue GO on "End of Speaker Check", GO on "Top of Show" Command	you can login to the tablet as gohsound if needed (pw gohsound) When prompted, the pw for VNC is also gohsound. *make sure to check with deck crew before making noise! *see attached page(s) for speaker check walking path *check conductor video monitors on both sides of stage - SL powers on with Box Running Lights, SR turns on with remote - check video switcher *check Subs in SL/SR boxes are on their spikes. *this will unmute all the house speakers, so warn before things get louder. make sure latest Galileo snapshot is recalled and both SFX Cue lists are still lined up (SC 3, LQ 0.05, SM Test)
		3	📍 Sound Booth: Batt up and test all RF (DM2K SC 4) 📍 Light Booth: Check Brad's SFX Button in Light Booth (push once for "SM TEST") Check Brad's video monitor (AV1 = infra-red, AV2 = conductor, AV3 = SFX screen.) Check MSC send to SFX (ask Clay to run LQ 0.3) 📍 Dressing Rooms: Deliver RF to Actors' Stations *Make sure your other set of batteries is SOFT charging on your chargers!
3.5	EVERY 4 SHOWS-ish change John's headlamp batteries	3 X AAA in charger above galileo, usually he leaves it in the hall closet	
4	Half-Hour (or earlier) GO on DM2K SC 5 make sure both booth lights are dimmed, phone ringer is turned down check in with actors on dressing room level, band on green room level report to FOH punch through inputs (Remote Layer 4) check in on com Preshow Announcement (SQ 0.1 or 0.2) GO on Brad's verbal (AF DM2K SC 6 & 7) Have a Great Show! End of Act One punch through inputs, check battery levels on RF receivers	SFX should be cued up for SQ 0.1/0.2 on your list, SQ 62.11 on SM list don't forget to shut door and bring booth key with you! *make sure Secondary machine is looking at SM command list *make sure booth lights are off, make sure your phone is off *beltpack is behind MIDI switch on preamp rack, check that talk is on (green light) He will say "roll the phones please." SQ 0.1 for afternoon shows, 0.2 for evening shows	
Intermission	📍 Dressing Rooms: Check in with actors 📍 Green Room: Check in with band	swap "Bronfman Rover" pack from David's Act 1 blue coat to his Act 2 white vest (again, element is rigged in costume)	
5 Minutes to Act II	📍 Sound Booth: punch through inputs (Remote Layer 4) check in on com SC 41 GO on Brad's "Ok, folks."		
2 Show Days	Amps OFF, GO on SFX Memo, GO on SFX "Top of Show" cue, turn around RF	RF should be batted up no earlier than 90 minutes before CURTAIN. Stagger de-batting/re-batting and taking a dinner break accordingly.	
End of Day	1 Amps OFF		
2	📍 Dressing Rooms: Retrieve RF and de-batt	store transmitters on RF Rack Shelf in their spiked locations *if any understudies were on and you made changes to their settings, library their channel strips in SC 70 (don't return to Scene 3 without doing this first!)	
3	📍 Sound Booth: Save (if things changed): SFX file on Primary PC only (SYNCBACK on Secondary computer the next day) Console file (name it "RAGSMMDD") Galileo Snapshot Shut Down (in order): PCs RF Rack Galileo Console and pre-amps both lights turned off, phone ringer turned back up, conductor cam monitor turned off	use "NEXT" UDK on console to advance to "Exit SFX and Shut Down" cue on SFX, then press GO	
4	📍 Orchestra Pit: Band UPS OFF, Stand Light switch OFF, cover piano (including on Tuning Eves)		
4.5	PIANO TUNING: Unplug Piano Hi XLR from its pit snake jumper Set USB Keyboard on the ground behind its stand (vertically works best) Remove stand light and place onstage		
5	📍 Green Room: Clock out, go home!		