



SOUTHWESTERN UNIVERSITY

Alma Thomas Theatre Technical Guide

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The Basics

FAQ:

What is a TA?

TA, or Technical Assistant, are students who run events, classes, or any other type of function that may happen in Alma Thomas Theater.

What do I need to know to be a TA?

Nothing to begin with. Training videos are available in the drive, as well the pages below will help you to learn what is needed to know when learning each area. All TA's are required to shadow each area before working an event in the specific area.



Lighting

The Paradigm:

The paradigm is the most used lighting system currently in ATT. It controls the Work lights, house lights, Non-Dims, Run Lights, and Presets.

One located in the Booth, one located Stage Left

To use the Paradigm:

- Touch the screen for it to light up
- Once the screen is on touch your selection preference. Lights should come on!

To Turn off:

- Click all off
- Or Select the individual light you want off by touching it

Running a Show

Board Operation

Upon Arrival

1. (If Applicable) Turn on the board using the light grey button under the EOS logo. The board will turn on in three minutes or less. Take this time to check in with backstage and sound.
2. RUNLIGHT, HOUSE and WORKS are all controlled by the Paradigm
 - You can turn all of these on
 - If the lights do not turn on first try moving the slider all the way down and back up and then check the Paradigm and make sure every button is silver.
3. Turn on the NON-DIMS
 - If this is for a production, the NON-DIMS are needed for the colorful light
 - Go to Presets, Click on NON-DIMS, Click on ALL ON
4. Use/ Check the appropriate cues for the event.
5. INTRODUCE YOURSELF TO THE GUEST!!!
6. Check in with sound and backstage to see if they are ready

Running an Event

1. After following the Upon Arrival instructions check in with House Management. You should know:
 - Who the house manager is

- When house is scheduled to open
2. Check in with sound and backstage to see if they are ready and that the guest is ready. At this point also turn off the work lights on the Paradigm.
 - If anyone needs more time, including you, communicate to the house manager how much time we need before the house opens.
 3. Call over headset “House is open” once the house manager tells you to do so.
 4. Check in with Backstage to see if the guest is ready
 5. Once the house manager has told you that the house is closing, look to see everyone is seated.
 6. Once you got confirmation cue sound to start pre-show announcement and fade the house lights to 50 over 5 seconds on the paradigm slider.
 7. Use appropriate cues or presets needed during the show
 8. During the performance, stay seated and maintain focus on the guest.
 9. Once the performance is complete, communicate with the Backstage TA to make sure the guest is finished.
 10. Bring up the house lights to 100 over 5 seconds.
 11. When the house is clear, bring up work lights and assist the guest and Backstage TA with striking the space.
 12. Once everyone else is finished and out of the theater, use the mouse to click “Power off device” and wait for the board to shut down completely.
 13. Finish by placing the protective cover back on the board.

Remember to set the Ghost Light back out!

Running a Rehearsal

Upon Arrival

1. (If Applicable) Turn on the board using the light grey button under the EOS logo. The board will turn on in three minutes or less. Take this time to check in with backstage and sound.
2. RUNLIGHT, HOUSE and WORKS are all controlled by the Paradigm
 - You can turn all of these on
 - If the lights do not turn on first try moving the slider all the way down and back up and then check the Paradigm and make sure every button is silver.
3. Use/ Check the appropriate cues/ Presents for the rehearsal.
4. INTRODUCE YOURSELF TO THE GUEST!!!
5. Check in with sound and backstage to see if they are ready.

For Rehearsals

- *Do not leave* the theatre unless told to do so
- *Stay alert* to rehearsals. In some cases the guest will have special instructions for lights

When the Rehearsal is over:

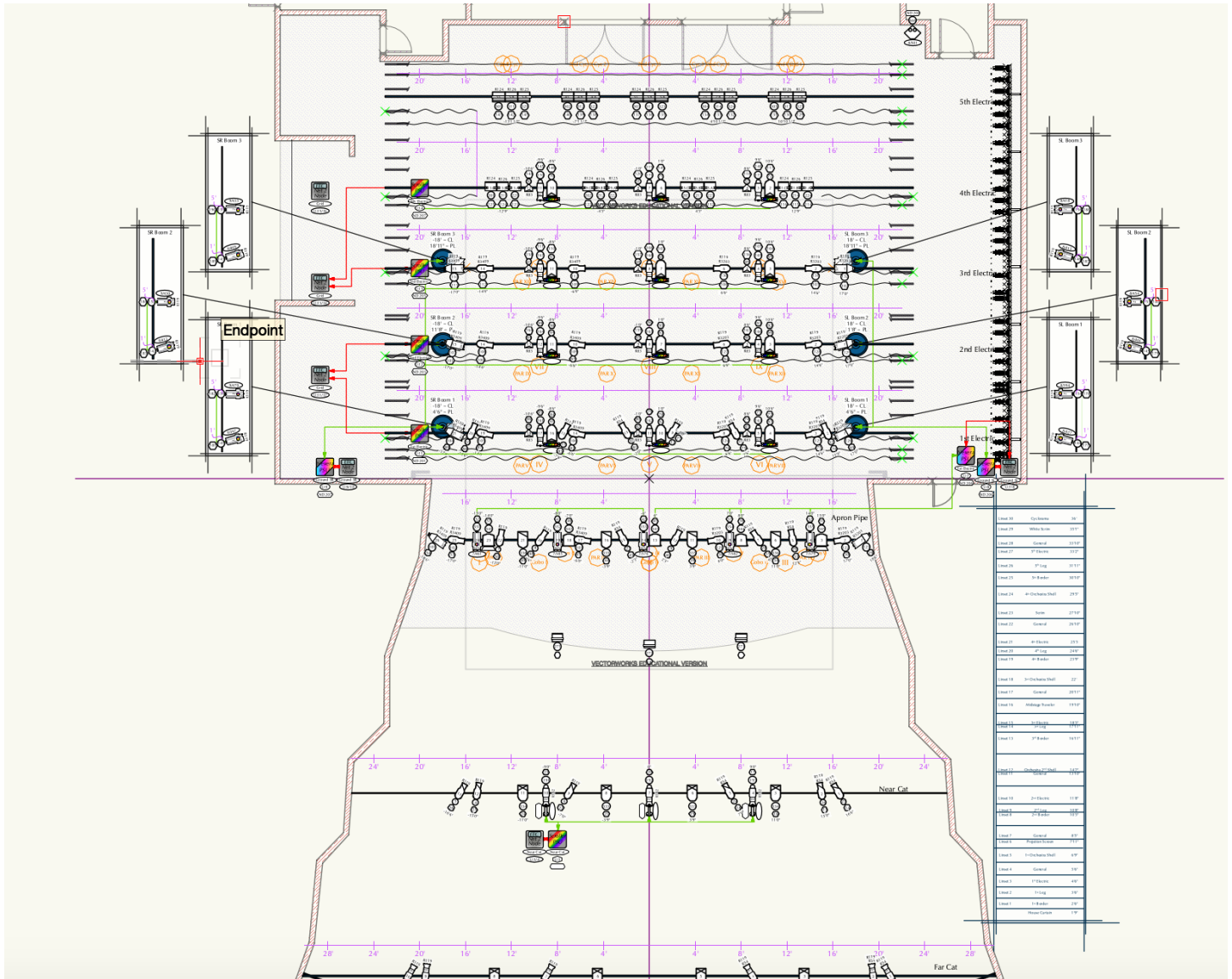
1. Bring up work lights and assist the guest and Backstage TA with striking the space.
2. (If the board is on) Once everyone else is finished and out of the theater, use the mouse to click “Power off device” and wait for the board to shut down completely.
3. Finish by placing the protective cover back on the board.
4. If Paradigm used: Click all off

Remember to set the Ghost Light back out!

Programming the Board

Including Current Groups

Summer Light Plot



Sound

Turning on the Sound System

1. Unlock the Sound Room Door for easy access.
2. Turn on Sound Rack in Sound Room (FAC 103) located directly across from the Control Booth. (Top left, press and hold the button. There is a green light) Make sure that the lights from top to bottom of the amplifiers all turn on.
3. Unlock the Control Booth door and crack open w/ door stopper.
4. Take the red pajamas off the sound board.

Turning on the Apple computer (only needed if you're using the Apple for playback or audio recording)

1. On the bottom of the rack, near the mixer, on the right, turn on the APC (the bottom is a tiny strip with the power symbol)
2. Turn on the MAC monitor with the power button on the back
3. Use ProTools, QLab, or Itunes as needed.

Sound Hookup- (how does the sound system work?)

- The mixer is a signal processor with inputs and outputs.
- Inputs are any sounds (electrical signals) that need to be amplified or processed such as mics, cd, phone, video projectors (channels 1-32) located left and right of the Outputs
- Outputs are amplifiers and speakers (Groups 1-8, Left ,Right, Center) located center of the mixer

Running a Show with Microphones

- Unmute Left, Right, and Center outputs (red and yellow) and bring up to level zero. They should remain there for the duration of the event
- There are five wireless microphones that can be used for a show or event. (17-24 black, red,blue,yellow,green) These microphones can have two types of microphones plugged into them; a lav and a handheld
- The God mic is indicated by white tape and it is a wired microphone located to the right of the sound board. It is already plugged in.

- To set up a handheld mic or (clip on) lav microphone:
 - Go to the sound equipment room (103, across from the booth)
 - On the second shelf from the top, you will find the “pencil cases” which hold the microphones. There are two of each color; one handheld mic and one clip on lav mic
 - Go get two AA batteries from the charger on the brown table next to the corkboard
 - Unscrew the bottom of the microphone and put the batteries in correctly. (Double check that the positive and negative are facing the right way!)
 - Hold the power button on the microphone until the green light comes on
 - Go to the board and unmute the proper color (each microphone has colored tape that matches the tape on the soundboard)
 - Bring the microphone level to zero to test out the sound
 - The tested microphone is now ready to use for the show

Running a show with projectors, streaming

1. Once the equipment is on, unmute the projection system (channel 25)
2. Bring the level to -10 for the test. Use your ears to see if the sound should be adjusted for the audience to hear well. (This is for projections such as films)

Recording a music concert

Videos

- [Sound Training Video](#)

AirPlay

Live Streaming

Devices:

- The ATEM Mini Pro is the rectangular black box with white buttons.
- The IP Super Controller (or just Controller) is the black rectangular box with a silver surface and black keys.

Starting Up the Equipment

- Turn on all of the monitors:
 - Left (Stream PC): Press the button on the bottom-right.
 - Middle (TV): Use the TV remote to turn the TV screen on - it should eventually display four cameras.
 - Right: Should come on automatically while setting up
- Plug in the streaming devices:
 - ATEM Mini Pro: On the back of the device on the far right, there's a loose metal plug. Plug it in and spin the silver ring until it is tight and locked in - the lights behind the buttons should come on.
 - Controller: Plug the blue cord (end looks like a telephone plug) into the back of the controller - the screen will come on, and the graphic will disappear after a few seconds.

Logging In and Launching the Software

- PC Log-in:
 - USER: \attsuav
 - PASS: SU@V1840
- Launch the ATEM software using the desktop icon.
- Launch the VLC Media Player using the desktop icon.
 - Drag the player window to the second screen/projector (visible in the bottom right corner of the TV screen)
 - Click the box icon at the bottom or double-click the middle of the player to put the window in full screen. Once the player is in full screen, drag the semi-transparent player controls (play, pause, stop, etc.) to the main monitor (left)
 - Ctrl + L to launch the playlist on the left screen.
 - Add needed slides and videos to the playlist by dragging them in from their folder
 - **Note: You cannot change the order of the slides/videos once they are in the playlist, so make sure they are clearly labeled or that they are added to the playlist in order.
- Launch the AIMP Audio Player
 - Load any needed songs

Setting up YouTube

- Open Google Chrome and navigate to youtube.com
- Make sure you're logged into the Sarofim account
- Navigate to the streaming dashboard by clicking Create at the top of the page, then click Go Live.
 - Here you'll be able to schedule a stream or click on a stream that is already scheduled.
- Click the On Air button in the ATEM software, or push the On Air button on the ATEM Mini Pro.
 - After 20-30 seconds, the YouTube window should say the stream is connected.

- **At this point, you are NOT LIVE. You are simply connecting the video stream to the Youtube dashboard, but the stream isn't live for viewers until you click the "Go Live" button on YouTube.
- **There is a 20-30 second delay between what is happening onstage and what happens on the YouTube window. This is normal and unavoidable.
- When you're ready to begin the stream, click "Go Live" on YouTube.

Audio

- Mic 1 - All audio from the sound board; main ATT audio
- Mic 2 - ATT Hanging Room Mic
 - ** Make sure you've unmuted Channel 1 + 2 on the sound board - Channel 1 corresponds to mic 1 and Channel 2 corresponds to mic 2
- PC Audio Direct - any audio from the left PC (VLC audio player, AIMP audio player, etc.)
- On and off buttons for Mic 1 and Mic 2 are in the top left corner on the ATEM Mini. Once the sound board switches are on, use the ATEM Mini to mute and unmute the mics, NOT the sound board.
- The PC Audio on and off buttons above the large "4" button in the middle of the switcher.

Recording to an External Hard Drive

- The harddrive or USB flashdrive must be in exFAT format to work.
- When the harddrive is inserted into the USB port on the ATEM Mini, a green LED light will light up.
- Press REC to record to the drive.
- Press STOP to stop the recording.
- Detach the drive and plug it into the Stream PC (USB ports next to the Alma Lights controller on the cart to your left) to copy recording files.

Using the Software

- VLC Media Player:
 - To display a slide or video, double-click it to open it in the VLC player (second screen). You can press play, pause, stop, etc. on the left screen.
 - When a video ends, the screen will go black - it will not continue to the next slide/video on its own.
 - Slides will stay on the screen until a new slide/video is clicked.
- ATEM Software:
 - You don't need to use this software - it displays the same keys you see on the ATEM Mini Pro.
- AIMP Audio Player:
 - To play a song/audio file, double-click it in the AIMP player.
 - You can control volume, play, stop, and pause in the player if necessary.

Controlling the Cameras



Backstage

Backstage Checklist

Event Name: _____ Event Date: _____

Set Up:

- Sign In and Grab Tech sheet
- Check Tech sheet for Details: lights, piano, shells, curtains, etc
- Make sure sound curtain and all backstage doors are closed
- Put Ghost light in Stage Left Alcove (behind Stage door)
- Inspect shells and curtains (double check these to match the tech sheet)
- Check headsets
- Set up at least one wireless mic
- Introduce yourself to speaker/ performer and confirm requests
 - Ask what else they might need or if everything is to their liking
- Check lights
 - Light by shell storage off
 - SL and SR stair, backstage, and rail lights are on (Run Lights)
 - No Work lights should be left on during the performance

After completing setup, sit back stage left and put on headset

Strike

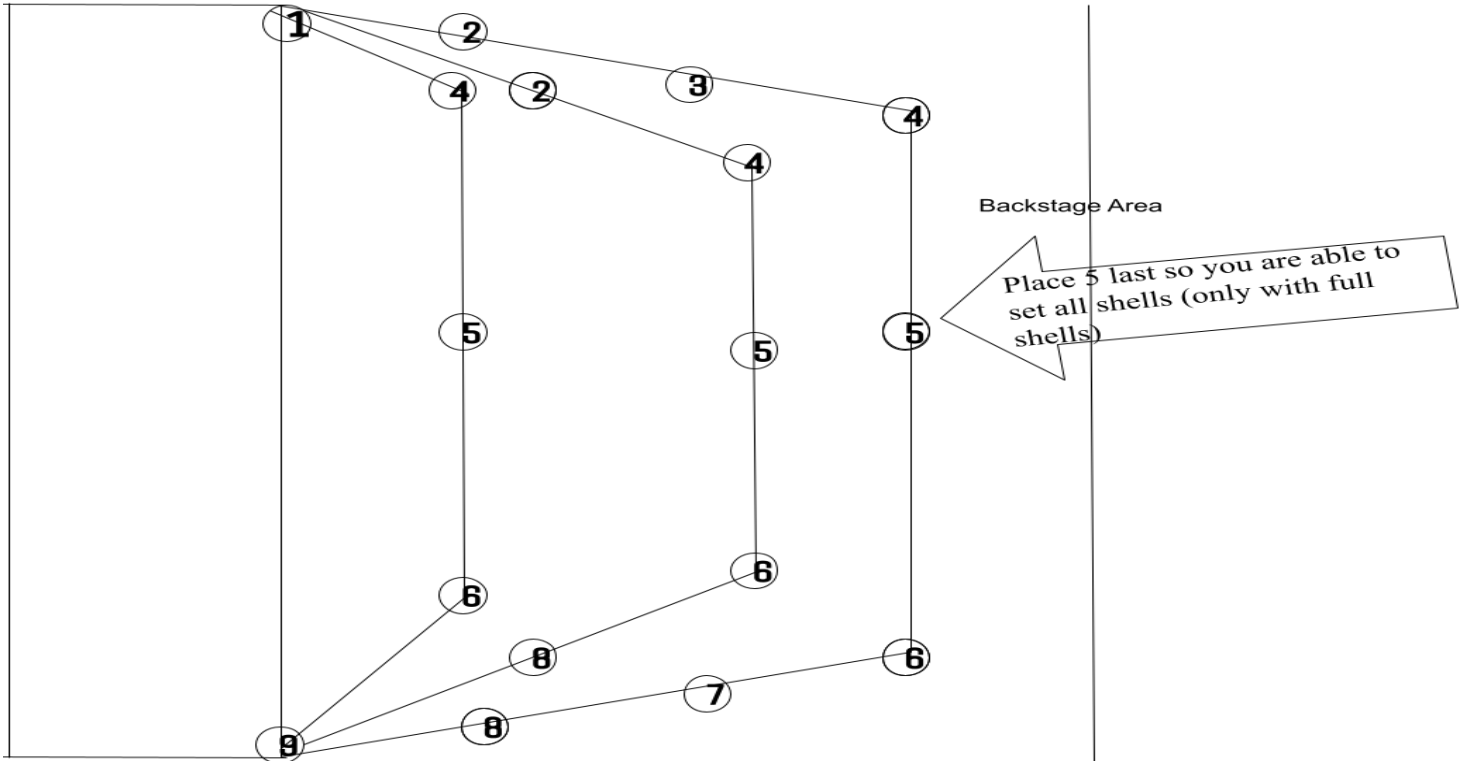
- Make sure performer/ speaker leaves with all of their belongings
- Cover and put away piano if out
- Strike chairs and Stands (if they were required)
 - If the stairs leading up to the stage are out, do not mess with them! They do not fall under our responsibilities
- Put ghost light on Stage (turn on)
- Strike Shells if Necessary
- Tidy up and lock Alma Green Room
- Make sure backstage paths are clear
- Sign out



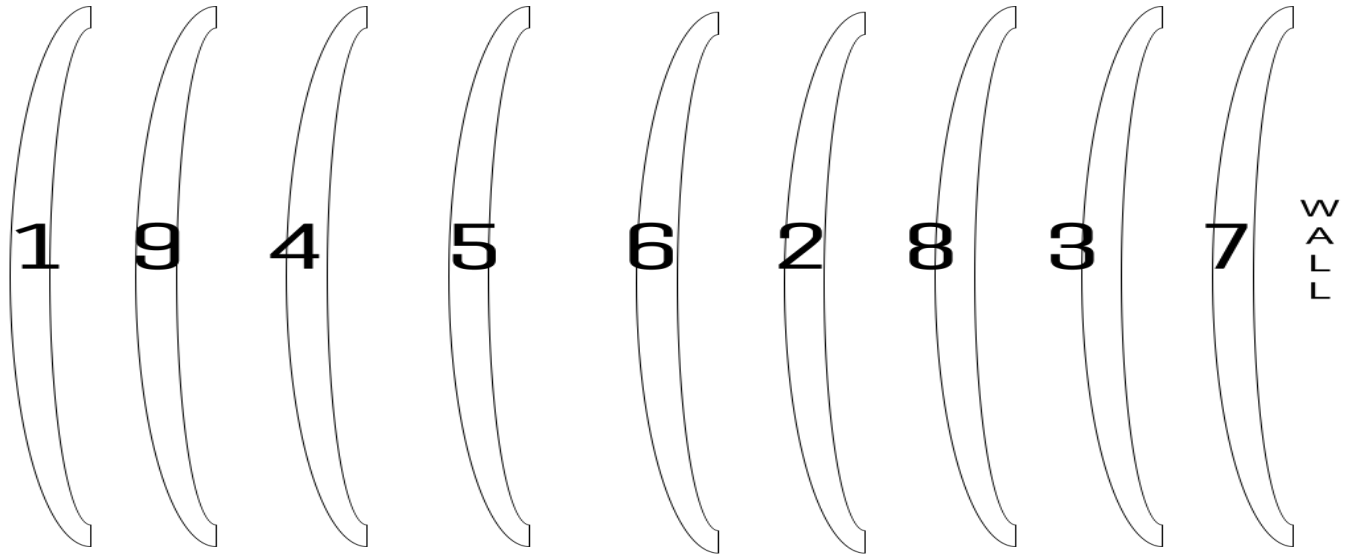
Technicians Name _____

Please Staple this paper to Post Event Crew Report after show. Slide stapled document under John's door.

Shells On Stage



Shells in Storage



Shell Setup Procedures (need 3 technicians)

Shell Strike Procedures (need 3 technicians)

- 1) Turn on all house lights, work lights and shell storage lights
- 2) One technician should be watching from Second Floor Flyrail
- 3) One technician should be watching from Stage Right (by Big Scary)



Management

House Management at Southwestern University

The major responsibilities of the House Manager are to help the patrons with seating, lead ushers, and communicate with the Stage Manager and Box Office Manager in order to begin the show on time. The following is an outline of the relationship between the Manager and other areas of the performance and the House Manager's duties during a given performance.

Patrons: The House Manager is present to assist any patrons with problems that may arise. The House Manager serves the patrons and treats them with respect. Despite the circumstance, it is important to make the patron feel comfortable with the theatre-going experience. The House Manager is responsible for the safety of the patrons; if anything should happen it is the responsibility of the House Manager to make sure patrons get the attention they need immediately.

Stage Manager: The House Manager communicates with the Stage Manager several times before, during and after every performance. The Stage Manager should notify the House Manager of any problems that could arise during the night's performance. The House Manager does not have control of the house until the Stage Manager has handed the house over to them (ideally, this will be 30 minutes before performance time). Until the house opens, the House Manager must keep patrons and ushers out of the house. Once the Stage Manager turns over the house, ushers can be placed in the house, and the doors can be opened. At this point, the House Manager is in total control of the house. The House Manager should check in with the Stage Manager five minutes before scheduled go time to update on the status of the house. Once all patrons are seated, control is given back to the Stage Manager to begin the show. The House Manager is then responsible for any late seating.

Box Office Manager and Box Office Staff: After arriving at the theater, the House Manager checks with the Box Office on reservations and sees if any patrons with special needs will be attending. Check to see whether tickets are Assigned Seating or General Admission. All Theatre and Sarofim Music Series performances are

Assigned Seating unless stated differently by Box Office Staff. Before the run of a show, the House Manager should arrange for house seats from the box office in case there are any problems with tickets and seating. The House Manager should check in with the Box Office Manager five minutes before scheduled go time to look at the status of remaining will call tickets.

After each performance, the House Manager should make sure that every patron leaves the theater safely and that the theater is appropriately shut down. Once the Stage Manager has been notified that the house is clear the House Manager is free to go.

Steps for House Manager

- 1) Get here at least one (1) hour before the show
- 2) Check-in with the Box Office on any ADA needs
- 3) Set up seats for ADA needs if necessary.
- 4) Communicate with Ushers their responsibilities at 45 minutes to curtain
- 5) Communicate with the Stage Manager at 35 minutes prior to curtain to see if they are ready to open the house at 30 minutes till curtain
- 6) IF Stage Manager GIVES A CLEAR open the house 30 minutes prior to curtain
- 7) Communicate with the Box Office at 10 minutes to curtain to see how many tickets have been picked up. If there are a lot of tickets remaining, parking has been bad, or there has been an accident or bad weather please consider "holding the house" by 5 minutes and communicate this to the lighting booth.
- 8) At 2-3 minutes prior to curtain communication with the Stage Manager that you are ready to go.
- 9) While they are doing that please communicate to the audience in the lobby that the show is about to start and that they need to take their seats

DURING the CONCERT

- 1) Count Ticket Stubs and fill out report

AT INTERMISSION

- 1) Open all the doors to the theatre and set your clock to ten minutes
- 2) At seven minutes check-in with the Stage Manager to see if they are ready to go
- 3) While they are doing that please communicate to the audience that the show is about to start and that they need to take their seats.
- 4) Let the Stage Manager know that the audience is in the house and close the doors.

AT THE END

- 1) Open the doors
- 2) Thank people as they leave for coming
- 3) Collect all Name Badges and Flashlights
- 4) Make sure the house is clear and place House Manager Report under Laura's door

Resources:

Emergency Protocols

1. AED Machine (if this is needed also call 911 and the University Police x1944)
 - a. Located: Pillar between Jones and ATT
 - b. How to use:
 - i. Open case and grab AED machine- Alarm will sound when this happens



- ii. Open case and listen while instructions are given by machine
- iii. Ambulance will arrive in __ min
- 2. Keys if needed
 - a. Jones Keys
 - i. John Ore - Orej@southwestern.edu
 - ii. Glenda Wolfe - Wolfeg@southwestern.edu
 - iii. Justin Smith - Smith19@southwestern.edu
 - iv. Desi Roybal - Roybald@southwestern.edu
 - b. Alma Thomas Keys
 - i. John Ore - Orej@southwestern.edu
 - ii. Kat Garza - garzak@southwestern.edu
 - iii. Olivia Wise - wiseo@southwestern.edu
 - iv. Laura Sewell - Sewelll@southwestern.edu

House Management Report

House Management Report

Date of the Event:

Box office:

Expected attendance _____

Number of Tickets not given out _____

Weather Report:

Rain Sunny Ice/Snow Traffic Other: _____

Preshow:

House open expected (time): _____

House open (time): _____

Start Time of Performance: _____

House Close: _____

Drop count: _____

Notes from House:





RENTAL House Management Report

Organization or Company: _____

Type of the Event : _____

Is this a Rehearsal or Performance?: _____

Title of Production: _____

Performance Date: _____

Contracted Curtain Time : _____

Arrival Time of Renters: _____

Pre-event:

Arrival Time of Renters: _____

Box Office Information:

Expected Attendance/ Tickets Sold: _____

Number of Tickets not given out: _____

Drop Count: _____

House Information

Expected House Open: _____

House opened at: _____

Start time of Performance: _____

House Closed at: _____

Please note reason for hold of house or late start: _____

Weather Report: _____

Was there Traffic: _____

Notes on House: _____

Post Rental Information

Renters left at designated time : _____

When did the Renter Leave the Space: _____

Renters left space clean: _____

Did the Renters Actively Clean the Space: _____

Questions/ Comments/ Concerns about the renter or event : _____



Stage Management Report

Rehearsal Report Template

Date:

Recorded By:

Location:

Time:

Start				
Stop				
What				
Duration				

Total Rehearsal Time:	Scenes Rehearsed:
-----------------------	-------------------

Rehearsal Summary:

ADDITIONAL NOTES:

Present	Late	Absent/ Excused
General Notes	Scenery	Properties
Lights	Sound	Costumes
Dramaturgy	Next Rehearsal Date: Called:	Accidents/Injuries

Next Rehearsal Schedule:

<p>CALLED:</p> <hr/> <p>TIME:</p> <hr/> <p>WHAT:</p>

Emergency Procedures:

Fire Code Procedures

Alma Thomas Theater

1. Nothing can be under the fire curtain EVER
2. Do NOT put shells “set” into the grid with the electrics on
 - This will cause the shells to eventually catch on fire
3. Nothing flammable can be under any stairwell
4. Do NOT block doors- **especially** Fire Exits
5. Nothing is allowed in the piano corridor

Fire Curtain

AED

Calling Emergency Services