

Sound Board Operatpor Checklist	
<i>Into the Beautiful North</i>	
<i>UTEP Theatre and Dance Department</i>	
<i>Wise Family Theatre</i>	
<i>Sound Designer: Ian Gilliam</i>	

Preshow Checklist		
Checked	Task	Intructions
<input type="checkbox"/>	Turn on Com Box in booth	Switch on power for both rack units
<input type="checkbox"/>	Hand out Wireless Com Packs	Take out com packs and put fresh batteries in them, connect headsets to packs, hand out packs as noted by <i>Com Breakdown Sheet</i> In Sound Binder
<input type="checkbox"/>	Turn on Stage Right Com Box	Combination: **** (2 units)
<input type="checkbox"/>	Turn on Sound Trashcan	User: **** Password: ****
<input type="checkbox"/>	Turn on Presonus Interface	Switch on the back of the interface
<input type="checkbox"/>	Turn on Sound Board	Push Square button on the back of the board
<input type="checkbox"/>	Turn on amplifiers in booth	Switch on 3 Amplifiers in cabinet next to sound cabinet
<input type="checkbox"/>	Turn on speakers in the catwalk	Switch On: House Right QSC, Subwoofer behind center speaker cluster, House Left QSC, House left EV
<input type="checkbox"/>	Turn on stage right speaker	Switch On EV behind stage right set wall next to the door
<input type="checkbox"/>	Open Qlab Showfile	Open "ITBN FINAL" in "ITBN/ITBN FINAL" folder on Desktop
<input type="checkbox"/>	Speaker Check	Yell "Sound!" before you begin. Open "Speaker Check" cue list and go through all the cues, insure that you hear sound from every cue
<input type="checkbox"/>	Test God Mic	Yell "Sound!" before you begin
<input type="checkbox"/>	Start House Music	Open "Main Cue List" cue list
<input type="checkbox"/>	Have a Good Show!	GO at the first cue when Stage Manager asks for house music
Postshow Checklist		
Checked	Task	Intructions
<input type="checkbox"/>	Turn off Speakers in the catwalk	Switch Off: House Right QSC, Subwoofer behind center speaker cluster, House Left QSC, House left EV
<input type="checkbox"/>	Turn off amplifiers in booth	Switch off 3 Amplifiers in cabinet next to sound cabinet
<input type="checkbox"/>	Turn off stage right speaker	Switch Off EV behind stage right set wall next to the door
<input type="checkbox"/>	Turn off Stage Right Com Box	Combination: **** (2 units)
<input type="checkbox"/>	Collect wireless com packs	Collect all wireless com packs, disconnect headsets, put batteries to charge and store packs in their cases
<input type="checkbox"/>	Turn off Sound Board	Push Square button on the back of the board
<input type="checkbox"/>	Close and Quit Qlab	
<input type="checkbox"/>	Turn off Presonus Interface	Switch off the back of the interface
<input type="checkbox"/>	Turn off Sound Trashcan	Shut Down the computer properly
<input type="checkbox"/>	Cover Sound Board	
<input type="checkbox"/>	Turn off Com Box in booth	Switch off power for both rack units
<input type="checkbox"/>	Have a good night/day!	Check in with stage manager before leaving