

# ROSLYN HIGH SCHOOL

## *Auditorium Crew Scripture*

The logo for the Roslyn High School Auditorium Crew. It features the letters 'RHS' in a large, bold, white sans-serif font. Below 'RHS' is the word 'auditorium' in a smaller, grey, lowercase sans-serif font. Below 'auditorium' is the word 'CREW' in a large, bold, white sans-serif font. The text is centered against a dark blue background with light blue, ethereal, smoke-like or light-ray patterns radiating from behind the text.

Website: [www.auditoriumcrew.wix.com/crew](http://www.auditoriumcrew.wix.com/crew)

# WHO WE ARE:

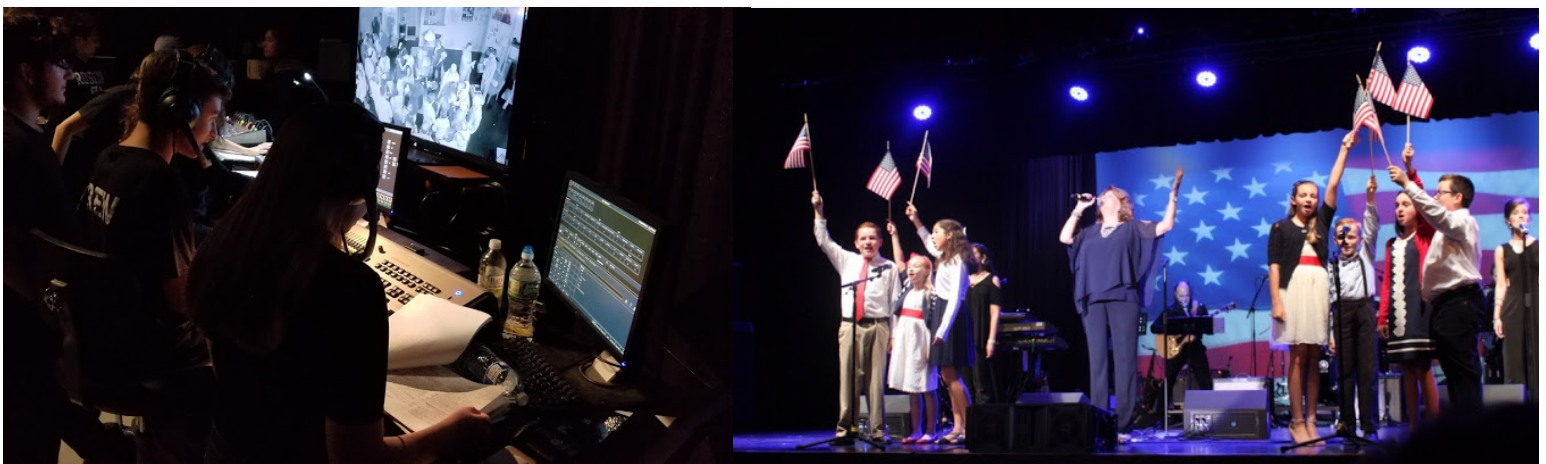
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We are a service organization dedicated to increasing the technical knowledge of all members as well as supplying organized, reliable event support staff.

The Auditorium Crew's purpose is to foster learning and participation in all disciplines of event-related tech in addition to venue operation in order to provide the best experiences for scheduled high school, district, and community events. Auditorium Crew members help out in several fields which include: Lighting, Sound, Video, and Livestream Video Production

As a member, you will learn the basics of maintaining and operating lights, how to set up for various concerts, and how to design lighting and sound for more complex productions. In addition, you will learn how to design and run more [school-specific] events like our musicals and our annual Fashion Show.

*In short, we are the people “behind the scenes” that make each production happen. The following is an incomplete list of events, productions and shows that are scheduled throughout the school year. Members are not required to commit to every show or event. Students volunteer to work an event in advance and are scheduled by the officers based on the specific needs of the show. Additional events will be added as necessary.*



# RULES:

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**In order to create order and ensure the crew's success throughout the year, all stage crew members must read and abide by the rules listed below. Anyone who fails to comply with these rules may be removed from Auditorium Crew at the Executive Board or Advisor's discretion.**

1. All crew members must act in a respectful and professional manner whenever they are on duty. This includes:
  - a. Being polite and respectful to the sponsor, other crew members, event cast members, etc. at all times
  - b. Refraining from inappropriate discussion topics
  - c. Staying on task at all times
  - d. Using appropriate language (especially on headset)
  - e. Being quiet while in the lighting booth
2. Crew members must help maintain the quality and neatness of the auditorium. This includes but is not limited to:
  - a. Neatly and correctly coiling all cables and cords
  - b. Putting away all technical equipment used during an event
  - c. Proper care of headsets
  - d. Returning all tools to their appropriate storage location
  - e. Cleaning up all trash in the auditorium, backstage area, sound area, and light booth.
  - f. Removing any personal items after long events
  - g. Turning off all lighting and sound equipment
3. No crew member will be allowed in the overhead catwalk area or in the machine room without permission from the advisor or executive board
4. In order to prevent unnecessary distractions, crew members who are not assigned to an event may not be backstage or in other crew areas during an event they are not assigned to work.
5. Any member of the crew that disobeys authority figures or breaks the rules will be asked to leave the rehearsal/show.
16. More rules will be added as necessary

# BOOT CAMP 2018-19

## AUDITORIUM CREW BASIC INSTRUCTION

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### *Basic rules:*

- Act professional when around administration/ adults
- Must be quiet in booth during Performance
- No one that's not in tech is allowed in machine room/ catwalk
- No climbing on scaffolding
- NO MICROWAVES
- Don't touch breakers (call molly or ross)
- Be respectful of equipment, adults and each other
- We are a family at the end of the day no matter what happens
- Don't tell what "projector tests" really are

### *Event Setup:*

#### **How to turn light board on for an event:**

1. Press power button in top right corner (circle button)
2. Turn master fader all the way up
3. On desktop (right screen) click what lights you want on
  - a. For guidance events turn on "Podium" or "Riser"



#### **Turn off light board off after events**

1. Click "go to cue" type 0, press enter
2. Lower master fader all the way to 0
3. On left desktop got to "file" --> "save" ---> "okay"
4. Then click "power of device" ---> okay



#### **To control House Lights (Located in the audience)**

1. First fader is the Master fader always must be up
2. Second is the Chans (house lights)
  - a. For guidance events, you only need the Chans (house lights)
3. Third is factory (used for concerts) don't use often
4. Forth is side lights (used for concerts) don't use often

If someone asks for more light, please contact an executive board member

## **How to set up sound board/amp/ receivers (Sound System)**

1. Turn on receivers (square switch on the top right)
2. Turn on sound board (small circle bottom on the back of the board) – Look for glow tape that says “POWER ->”
3. Turn on 3 amps. Left speaker, center speaker and right speaker (circle button on the far right) – *Make sure you read the names on the front of the amps*
4. Take mic out of draw (orange or red)
  - a. Turn mic on press and hold small red button on the bottom of mic
  - b. Check batteries if dead or one bar change them if 2 or 3 bars its good
    - i. To change batteries, unscrew bottom of mic take out batteries ---> replace batteries with new ones
  - c. Test mic. And turn off
  - d. You can change the volume of the mic with the fader on the lower left of the sound board that matches the color of the mic your using

## **How to turn off soundboard/amp/receivers**

1. Make sure mic is off and put back in draw
2. Turn off the 3 amps (same way you turned them on)
3. Turn off the sound board (same way you turned them on)
4. Turn off the receivers (same way you turned them on)

## **How to turn on video and projection**

1. Go to video desk and touch the screen to wake it up
2. Go to “av sources” (it looks like a projector on the button)
3. Click which panel your connecting computer to
  - a. For guidance events click “front of stage”

## **How to turn video and projection off**

1. Click system shutdown (Looks like a red power icon)
2. Click yes

## **How to set up computer for projections**

1. Make sure HDMI cable is plugged into stage and computer
2. Plug power cord into computer ---> plug other end into stage
3. Turn on and Log into computer (Do not use this on any other school computer)
  - a. Username - hsav
  - b. Password- roslyn
4. Put down projection screen
  - a. Switch on the left side of stage (push and hold it down to go down)
5. On laptop click “Fn’---F8---> “Duplicate” (this displays the computer screen on to projection)
6. Open the PowerPoint for the event
7. Set up podium in middle of stage and put mic on it. Turn mic on and do another test (Wait till 10 min before the event starts to turn it on)

## **How to take down computer for projections**

1. Turn mic off
2. Unplug wires from computer and stage and log off
3. Move podium back
4. Put screen back up (push and hold it up to go up)

## *Complex Lighting*

**\*\* Not to be done without consent from advisor or executive board member \*\***

### **how to bring down the truss to change lights**

1. Plug controller into which truss you want
2. Point the wire towards you and the bumpy piece away from you
3. YELL FRONT TRUSS OR BACK TRUSS COMING DOWN (even though they should see it moving)
4. Press and hold the down arrow

### **How to bring truss up**

1. Plug into which trust you want
2. Press and hold up arrow
3. Wait till Ross tells you when to stop

### **How to take off scrollers**

1. Unplug the 4 pin cables
2. Undo the safeties
3. move clasp to the right and up
4. Slide scroller up
5. But in the back of stage in storage

# Tech vocab

## Light Board

**Faders**- lower the lights or sound. ----Slidey things on light board and sound board

**Bump buttons**- turn lights on for amount of time you hold it. -- Used to test lights. ---Button under the light faders

**Master fader**- main control of lights. Over powers all faders. Located to the far right of sound board

**Go Button**- switch between preset cues

**Cues**- preset light patterns/effects

**Record**- records the light pattern to make a cue, change lights-> record-> cue \_\_ -> enter

**Time**- change the time that it takes to get to a cue. click time-> type a number-> enter

**Master dimmer**- dims all lights that are selected

**Intensity**- brightness of light

**Patching**- going light by light testing them

**Address (circuit)** - where the light is plugged in

**Channel**- what each light is programmed to

**Blind mode**- hides what you're doing until you hit live again (just leave it on live)

**Led lights**- change colors and uv lights

**Moving head lights**- move and change colors--> to control them hit ML control (moving light control)

**Pan**- moves left and right

**Tilt**- moves up and down

**GOBO**- (go before optics) changes the pattern of the light

**Edge**- changes the focus of the lights

**Rotate**- spins the design

**DMX** (digital multiplex) - (for light) 5 prong cable for lighting. It had power going through it

## Sound Board

**Receivers**- transmit the wireless mic sounds

**XLR cable**- (for sound) three prong cable connects to mic and sound board

**Quarter inch cable**- transmits sounds

**Mic clips**- connects mic to stand

**Sound faders**- brings volume up and down (usually kept at half way)

**Feedback**- screeching noise, all lights will light up on sound board, turn sound all the way down

**Master sound fader**- controls all sound, if all off no sound will work (yellow faders)

**Muting a mic**- white button. Light will go on if muted

## Video desk

**Av sources**- tells you where the ports are. And this is where you choose which port your using

**Device control**- controls the projector and different features

**Video mute**- turns off/blacks out screen

**Lamp hours**- how long the bulb has been on

**Info**- DO NOT CALL THE MANUFACTURER THEY WILL CHARGE THE SCHOOL (call advisor or executive member)

**Tri-caster**- live streaming computer

**Live streaming**- live video

## **Storage area (in booth)**

Do not touch the tape  
Gaff tape fixes everything  
Put the lightest boxes in the center  
Don't touch the light bulb glass

**Audio converters**- changes inputs of wires

**Universal power cable**- used for lights and computer screens

**HDMI cables**- video cable that runs sound

**VGA cables**- video cable - don't run sound (don't use a lot anymore)

**1/8th inch**- is the size of headphones, connect phones

**Gel**- colored films used to change the color of lights

(xlr, dmx and 4pin scroller cable look alike)

**Scroller cables**- 4 pins used for scroller lights

To take out speak on cables pull and turn (don't rip it out)

**Coms**- walkie talkies head phones, Communication devices used during big shows

**Wrenches**- used to take lights down

## **Lights**

**Truss**- groups of lights

**Scrollers**- accessories that change colors, uses 4 pin cables. (add on)

**Safeties**- cables that wraparound the lights encase the clamps come undone (to prevent being sued)

**Lens**- put different lenses for different beams of light

**Constant powers**- (in the 90's) regular outlets, moving heads and lead lights get plugged into this

**Par**- oval circle beam lights to wash the stage

**Shutters**- changes where the light is shining

**Electrics**- don't come down, lights over the stage.

**Led pars**- changes colors

**Strip lights**- lights on the stage used for cool effects

**CYC**- the back wall on the stage

**CYC lights**- lights up the CYC

**Hazer**- makes it Smokey so you can see the light beams