



Sunday Tech Services Checklist (7AM Arrival)

SUNDAY:

Updated 2019 11-06

- 7AM :: Prepare Green Room**
 - Unlock door (leave closed)
 - Power on TV
 - Turn on lights (buttons 1 and 2 on remote)
 - Move trash can to the front-right corner of the table

- By 7:30 AM :: Confirm Wilson Hall classroom tech support**
 - Always: Confirm all Wilson Hall rooms are uncombined in Media Matrix
 - Always: Raise all shades in Rooms C, E, G, and open curtain in G
 - Usually: Wilson Hall A mic (against wall; not used until 9:00)
 - Usually: Wilson Hall F mic (set for a 5' tall person)
 - Usually: Wilson Hall D: TV
 - Other:
 - Other:
 - Other:
 - Other:

- By 8:00 AM :: Prepare Hudson Hall**
 - Power on entire FOH booth
 - Log into all computers
 - Power on all 3 projectors
 - Power on confidence monitor
 - Lock Unison stations
 - Open curtain
 - Unlock backstage left storage room

- By 8:30 AM :: Prepare Baskin Chapel**
 - Follow Baskin Overflow checklist (laminated sheet by lighting console)
 - Test/confirm audio and video during rehearsal

Completed by: _____
Name Date