



Purdue Contemporary Dance Company (PCDC)

Winter Works 2019

Sound Load-In Packet

Name	Title	Phone	Email
Adam Lewis	Lead Sound Designer	(773) 558-2471	lewis410@purdue.edu
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Notes

Welcome to Sound Load-In for the PCDC Winter Works 2019!

Safety:

Hardhats: Required anytime anyone is working above you

Do not hesitate to ask if you should be wearing one!

Please make sure the other people around you are being safe as well

Hardhat Location: Upstage center in a black cabinet against the wall

Bring: Closed-toed shoes, Comfortable work clothing, Pen

(Optional) Multi-tool and/or Crescent wrench

Do Not Bring: Loose jewelry, Headphones/earbuds, A bad attitude 😞

There will be other people working around you, calling out different instructions, and giving warning.

At the beginning of load in we will go over different calls you might hear.

Cabling:

All cables being installed will have labels on both ends of the cables.

Label: 1. Type of cable, 2. Length, 3. Input, 4. Output

Please double check that you have grabbed the correct cable

If you have questions please ask!

Other:

Please do not gaff any speaker cables (NL4 Cables) down

Always make sure you or someone with you has the Load-In Packet with them

If you feel unsafe or are unsure about any task you have been assigned, please let John or Zack know immediately!

Schedule

Time	Who	Task	Equipment
1:00pm	[ALL]	<p><u>Meet and Greet</u></p> <ul style="list-style-type: none"> - Hansen Theatre Lobby - Organize into Teams - Go over The Plan 	N/A
1:10pm	[ALL]	<p><u>Gear Pull</u></p> <ul style="list-style-type: none"> - Pull all equipment from Sound Storage - Rolling Tool Chest - Show Gear: <ul style="list-style-type: none"> - Speakers - Cables - Rigging - Calibration Kit (Cal Kit) - "Voice of God" (VoG) PGX Wireless Mic 	N/A
1:30pm	John Zack	<p><u>FoH Room Load-In</u></p> <ul style="list-style-type: none"> - Reset Hansen iMac password (dance) - Load SM2 file to DM2000 - Check input & output patch as well as routing. - Configure Dante Controller - Use spreadsheets as reference - Setup PGX Wireless microphone system <ul style="list-style-type: none"> - Test wireless mic to make sure a good signal is coming in <p><u>SVC Room Load-In</u></p> <ul style="list-style-type: none"> - Load Q-SYS Designer file and run to core - Load calibration songs from flash drive onto the core and route directly to the audio player in the File. - Check inspector for any problems related to the file 	<ul style="list-style-type: none"> - Flashdrive with files - PGX Wireless mic kit - Any necessary XLR
1:30pm	Delaney Rory	<p><u>Tech Table Load-In</u></p> <ul style="list-style-type: none"> - Setup the sound tech table (see attached drawing for sound tech table configuration) - Run all necessary cable and peripherals for sound tech table - Setup the stage management tech table - Bring the stage management remote station from the Booth (bring the mini light too) <p><u>Comm Load-In</u></p> <ul style="list-style-type: none"> - Load comm to each designated area (consult spreadsheet page: Comm Assignments) - Load-in wireless comm to Front of House (FoH) and plug bay charger into a sound power outlet. 	<ul style="list-style-type: none"> - Crescent Wrench - Multi Tool - (1) 50' cat5 cables - (1) Network switch - (1) Computer Monitor - (2) Mini lights - (2) Power Strips <ul style="list-style-type: none"> - All Necessary comm and cabling as dictated in spreadsheet page: Comm Assignments

Time	Who	Task	Equipment
1:30pm	Delaney Rory	<u>Loudspeaker Load-In</u> - Rig PNX 121 speakers to proper tabs - Run correct NL4 cabling to patch panels from the speakers	- (4) PNX 121 Speakers - (4) 100' NL4 Cables - Socket wrench
2:30pm	John Zack	<u>Smaart Setup</u> - Setup microphones (one wired and one wireless) - Calibrate microphones - Open Smaart and test to make sure each channel is properly set up with each mic and pink noise from Smaart is working properly	- (2) Earthworks condenser microphones - (1) Wireless transmitter - (1) Wireless receiver - (1) 50' XLR - (4) rechargeable AA batteries
	Delaney Rory	<u>Amp Room Load-In</u> - Hard-patch speakers according to spreadsheet <i>Reminder: Most of the speakers are already patched from Miss Bennet</i>	
3:00pm	15 Minute Break		
3:15pm	[ALL]	<u>System Examination</u> 1. Does every microphone/cable, snake channel, installed line, patch work? 2. Does every wireless microphone channel work? 3. Does every channel of the sound playback system work? 4. Does every mixer channel work? 5. Does every signal processing channel work? 6. Does every amplifier channel work? 7. Does every loudspeaker work? 8. Does each loudspeaker of the same make and model number sound roughly the same when you listen to them in their free field? 9. Does every com headset, handset, belt pack, cable work? 10. Does every wireless headset work? 11. Does the program feed to dressing rooms, lobby, green room, booth, FoH, etc. work? 12. Does the Stage Manager's god mic and Back of House (BoH) paging system work? 13. Are there any strange hums, buzzes, distortions in any channel of the system? <u>System Polarity Test</u> - Use the cricket tester to verify there are no polarity differences in any loudspeaker in the system	- (1) Cricket tester tone generator - (1) Cricket tester Microphone

Time	Who	Task	Equipment
4:00pm	[ALL]	<u>Prosc. Loudspeakers + Subwoofers Level</u> - See Optimization...etc. guidelines sheet from John	- Ladder - Crescent Wrench - Allen key set
4:50pm	[ALL]	<u>Quick Cleanup</u> - Secure any items that are unsafe and do a general sweep to make sure all gear is not blocking doorways, etc. - General Cleanup before....	N/A
5:00pm	Dinner Break		
6:00pm	[ALL]	<u>Onstage Speaker Level</u> - See Optimization...etc. guidelines sheet from John	- Ladder - Crescent Wrench - Allen key set
7:00pm	15 Minute Break		
7:15pm	[ALL]	<u>Surround System Level</u> - See Optimization...etc. guidelines sheet from John - Possibly focus Box Booms	- Ladder - Crescent Wrench - Allen key set
8:45pm	[ALL]	<u>Cleanup</u> - FoH - SVC room - Amp Room - Booth Comm cabinet - Room behind FoH	- Vacuum from Sound Shop
9:00pm	[ALL]	<u>Estimated End Time</u> - Thank you!!!	