

Best Practices: Startup/Shutdown & Load-in/Load-out

Startup / Shutdown Sequences - Best Practices

Start-Up

1. Turn on the lights (Panel button #1) / Lighting Computer
 - a. Check HVAC settings :)
2. Power on Audio console & Pro 7 machine (aka FOH Equipment)
3. Power on Sequential System & Video switcher(s) (aka BOH Equipment)
4. Power on Speakers, Screens, Stage-side equipment (ie. instruments, etc.)
5. Signal / Line check all distribution feeds
 - a. Play house music
 - b. Place a graphic on screen from Pro7
 - c. Check/color balance all cameras (if necessary)
6. Check wireless audio
 - a. Microphones - batteries & signal
 - b. IEM's - batteries & signal
7. Check video sources / switchers / matrices
 - a. Playback video content; check for audio/video quality, level, sync & transitions (WATCH THE VIDEO CONTENT ALL THE WAY THROUGH)
8. Troubleshoot any issues

Shut Down

1. Mute all inputs/outputs (audio)
2. Power down all Speakers, Screens & Stage-side equipment
3. Power down Sequential System & Video switcher(s)
4. Shut down Pro 7 machine & Audio console
 - a. Reset /Cancel HVAC :)
5. Shut down Lighting Computer / Turn off lights (Panel button #8)

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Load-in / Load-out Sequences - Best Practices

Load-in

1. Unload equipment to venue
 - a. Place in/near position needed
 - b. Racks
 - c. Storage totes / containers
 - d. Equipment cases
 - e. Misc Gear (ie. rugs, tables, etc.)
2. Uncover / open all cases, racks, containers
3. Run / Distribute power to all items requiring power (general location)
4. Setup Stands, Speakers, Screens / Displays
5. Run all OUTPUT runs (audio, video, lighting/DMX)
6. Run all INPUT runs (audio, video)
7. Setup all CONVERTERS (Decimators, DI's, etc.)
8. Power up sequentially (FOH, BOH, Stage)
9. Test / Check all Signal Chains
 - a. Audio: "Line Check"
 - i. Main Speakers (Mains)
 - ii. Monitors / IEMs (Monitors)
 - iii. Wireless Mics (Mics)
 - iv. Instruments (Musicians)
 - b. Video: "Switcher Test"
 - i. Program Output
 - ii. Pro 7 Input
 - iii. Camera Input(s); if necessary
 - iv. Stage Displays
 - c. Lighting: "Dimmer Check"
 - i. File
 - ii. Address check
 - iii. Cues/Transitions
10. Troubleshoot as needed

Load-out

1. Power down all gear (Reverse Sequential; Stage, BOH, FOH)
2. Disconnect all INPUTS
 - a. Audio: Work from Source backward
 - b. Video: Work from Display/Screen backward
3. Remove / Re-pack all CONVERTERS & SMALL ITEMS
 - a. IEMs
 - b. Bodypacks
 - c. Microphones
 - d. DI's
 - e. Decimators
4. Coil / Roll all CABLES & Return to bins
5. Collapse / Package all Stands, Screens & Speakers
6. Cover all totes/containers & stack
7. Cover/Close all Racks
 - a. Secure lids & doors/drawers
8. Stack & Roll all gear to trailer / storage
9. Pack & Store all for Transport / Storage
10. Walk venue to check for left/lost/remaining items