

The Chrysalis - Sound Checklist.

We will deduct £30 from your returnable deposit if any of the following are not completed.

CAMPHILL IS A RESIDENTIAL COMMUNITY: THERE ARE LIMITS TO THE SOUND LEVEL CONSIDERED ACCEPTABLE. PLEASE RESPECT THESE LIMITS UNTIL SUCH TIME AS WE GET OUR SOUND LIMITER CONNECTED. *Ask the duty Manager to help set them.*

Air extraction fan:

- The air extraction unit must by law be **switched on** before your event begins, during intervals, and at the end of the event.
- It is found at the rear end wall of the Lighting Box. (Follow the instruction on the wall.)

Sound Equipment:

1. Turn on in this order:

- Mixer desk (small black button at the back, next to the power lead);
- Speaker power switch (above the equipment rack);
- Large red button on the equipment rack. (If the lights don't come on, press the individual buttons.)

2. Turn Off:

- 1 Equipment rack.
- 2 Speaker power switch
- 3 Mixer desk.

XLR Cables:

- All short cables must be re-hung on the wall rack;

P.T.O

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- All 5m, 10m, 20m cables must be wound onto their cable tidies and hung back in the lighting box on their respective hooks.
- There are 4 extension cables that must be returned to the bottom shelf just as you enter the lighting box. (2 x 35m reels & 2 x 18m reels, all with 4 x 13amp sockets.) **In use, you must fully unwind them to stop power surges.**
- **Cable Protectors:** **Must be used at all time for any loose cables. NO GAFFER TAPE ON WOODEN FLOORS.** (Cable protectors may be found in the cable trucking stage right larger pieces and stage left smaller pieces)
- **Microphones:** There are 4 fixed microphones, and 2 radio microphones. There is an additional charge for using these: £5 for fixed microphones; £10 for radio microphones (per booking). See the duty manager if you need to use them.
- **Fixed Microphone set up:**
 - Insert microphones on stands;
 - Select your XLR length;
 - insert the cables into cable protector(s), and run the cable to the side of the stage;
 - Insert the male plug into the female socket (located either side of the proscenium arch);
 - In the lighting box: connect the microphone channel to the mixing desk (if you have plugged the XLR cable from the microphone into socket number 5, run another XLR cable from socket number 5 into the back of the mixing desk) **P.T.O.**

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- Adjust the gain and volume;
- If you are getting no sound from the microphone:
- Make sure the L/R button above the individual volume slider is pressed down;
- Try turning up the gain button;
- Check the mute button;
- Check the Mic. Switch is on;
- Check the line-in button has not been pushed down. **(Keep line-in button pressed down on all 6.34 Jacks.)**

Radio Microphone Set up:

- Unscrew the bottom of radio microphone and insert 2xAA batteries;
- Switch on;
- Switch on RS1 and RS2 on the equipment rack;
- Switch on the microphone using the switch at the bottom.
- RS1 and RS2 are connected to Channel 1 and 2 on the mixing desk;
- Turn on the mixing desk (see above);
- Turn on the speaker power switch (see above);
- If you are not getting sound – see checklist above.

P.T.O.

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- Turn on the communication system (Canford cans under the projector) to communicate with the stage. (Switch off at the end of the show).
- Fallback Speakers:**
 - The fallback speakers are located either side of the stage, Select the XLR cables that will reach where you want to position them. If you move the speakers, return them to under the table and reconnect the XLR cables.
- Lighting Box Temperature:**
 - There are electric heater & air condition units. Turn off if used.
- Stage Lights:**
 - Turn off stage side-lights, if used (switch above the window near clock).
- Rechargeable Batteries:**
- Return chargers to their boxes (place in cupboard by the stage) (if locked show the duty manager where you have left them).
- Return head torches to their box (put in box on the Grey metal shelves by the Loft stairs).
- Return lighting gloves & knee pads if used to the grey metal shelves by the loft stairs.
- Return 13 amps. Extension leads to lighting box.
- Return all cables and microphones to lighting box (into marked boxes and place in cupboard on stairs).
- Ensure all **YOUR** belongings are removed.

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