

# SOUND TECHNICIAN CHECKLIST

## WHEN YOU ARRIVE:

1. Turn on Board — mute the mains — Turn on Snake — Turn on speakers
  - in that order
  
2. If needed... Between you and other people on production, ensure every camera is on, and working.
  - \*\* (be sure to clear the go-pros of the battery and record icons by swiping over to the “eye” icon and tapping the go-pro screen. The go-pro screen will be black so you will have to use a tv/monitor for reference.)
  
3. Turn on Dakota's microphone receiver to the left of the soundboard
  
4. Check with the person running Propresenter that they are receiving audio in channel 3.
  - \*\* If not let them troubleshoot their connection first
  - \*\* If the issue persists and they aren't receiving any audio signal to the Scarlett Solo Interface, Then look at your matrices and make sure that the LIVE STREAM channels aren't muted.  
(after that contact Caleb)

## WHEN YOU LEAVE:

1. Make sure everyone has exited the auditorium. (nicely usher anyone out that you may know personally if it gets to be late)
  
2. Mute the mains — turn off snake — turn off speakers — turn off board — turn off Dakota's microphone receiver
  - In that order

3. Turn off all TVs in auditorium and the outside hallway
  
4. Turn off all Cameras (studio camera, pocket cinema camera, go-pro 1, go-pro 2)
  - Go-pro off button is on the side (GAFF LIGHTS)
  - Pocket cinema off button is on the top (RIGHT on pillar)
  - Studio Camera switch is on the left (MIDDLE)
  
5. Turn off Lights — plug in iPad charger