General Takedown

Snakes

Unplug everything from the snakes both onstage and the parts plugged into the rack. Pull them on stage and coil them using the over-under technique. Put them backstage on the pegs above the Cable drawers.

Cables

Coil these using the over-under technique and put them back in their color-coded drawers.

Stands

Stack them back on the racks, make sure like stands are on the same rack in the same direction all the way down. SHOULD NOT LOOK LIKE THIS:

Insert Lexie's stand seizure

Mic Stands

Boom stands get folded up and go back into the Black cabinet next to the cables. Stick stands go in the corner next to the fire extinguisher, but do not block the extinguisher!

Mic Case

All mics and DIs go back in here and back into the control booth. Additionally, if a DPA mic is used put it and it's clips in the DPA case also in the booth, looks like a small Mic case.

Rugs

United's responsibility, but they go up if you need to put them away.

Truss

Bring the truss in and put the bar back up, and the curtains back on top of the truss. Send truss back out.

Set Pieces?

Depends on what we are doing. But plan around them if you need to put them away after moving the truss out, etc.

Cameras?

The ones around the house turn them and the view finder off.

The ones on stage, unplug and coil cables (over-under) and then place them by the stick stands back stage.

Non stick stand ones, ask where they go/bring them to booth, unless during Festival.

Confidence Monitor

Turn it off, button under edge of screen left side.

Screen

Turn it off and send it back up. Either via ProPresenter macros, or via Clicker under FOH desk, and website control.

Board

Save show file again, and Shut down from the board. Replace cover, and then click red off button on rack in the booth. Makes sure the UPS at FOH is also off.

Chairs

Stack them. cloth ones stay down stairs, Plastic ones go upstairs.

Risers

Take off leg to legs, unhook them from each other using the handle hex key, flip them and take off the legs. Legs go on cart, and riser decks on the other carts, BOTH BY SIZE.

Choir Shells

There is a pole on the back of one of them. Use that to push the top part until it clicks, then let it come down. Then use the crank to bring the rest of it down.

Put backstage stacked.

Choir Risers

Unhook somehow and fold them back up. Stack them backstage, and alternate what side the legs are on compared to the previous riser?

****Alternate side which leg stick are****

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