

Main Backstage Area

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- Misc (chairs, stands, power distro, etc)
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Seated Risers

Info

The seated risers are stored to the right of the elevator; there are nine total, with one being a center section.

Setup

After they are brought on stage, align the middle one or two with the center of the stage, unless otherwise noted. Then fold them down, going from stage left to right.

Strike

To strike, fold them up from stage right to left. When putting them backstage, stagger the legs so they fit better.

Shells

Info

The Shells are usually used concurrently with the seated risers and go behind them when set up. Two of the shells have a pole hanging on them for raising and lowering the top section of the shell.

Setup

To lift the top half of the shell, move the raising/lowering lever to raising position, and lift the top with the pole. Next, turn the handle clockwise until it clears the top of the bottom half, then turn it back so it seats on top of it.

Strike

When striking the shells, turn the handle to the right a bit to unseat the top section, then push it out and turn the handle counter-clockwise to lower. Next, set the raising/lowering lever to lowering and use the pole to push up until it clicks, and slowly bring it down. Next, fold the bottom flap under the middle section, and, final step, **don't forget to fold the handle down** when you put them backstage.

Stage Decking

Info

The stage decking is used in a few events throughout the year, mostly during Festival of Christmas. Setup requires at least two people, usually more. The custom stage decking for Festival is stored in the barn, with the default sizes of 4, 6, and 8 feet being kept backstage.

Setup

Based on the stage plot, get the correct number of each deck size and place them upside-down on the stage. Usually, if there is more than one level, the front legs will sit on the first level, requiring vertical leg-to-leg locks. Next, get the required amount of legs of each size and put them in place, making sure that the cam locks on the ends are aligned with the right ends. Then flip each deck over and use a hex key to turn the cam locks until they click. Continue with higher levels, using vertical leg-to-leg locks in strategic spots, like the ends. For any level higher than one, handrails and/or chair rails will need to be attached to the back and sides.

Strike

Start by removing any hand or chair rails and removing all leg-to-leg locks. Then, starting at the top level, loosen the cam locks and flip the decks over to remove the legs, repeat until done. Replace all decks on the carts and leg-to-leg locks in bins.

Organ Console

Info

The console is stored in a humidified tent to the left of the elevator backstage. The power cannot be unplugged for any long duration to avoid the music people getting angry. The console rides on air like a hovercraft, so **avoid** going on the stage extension or trapdoor unless they are taped over.

Setup

Open the tent and bring over the long power cable by the center door to the stage, then swap the power cable in the tent for that one. The button for air is under the right side of the console. Push it slowly, making sure to avoid walls and any cables on the floor. Once it's in place on stage, run the gray data cable over and plug it in next to the power cable. **Be careful** with the data cable, it's custom.

Strike

Start by removing the data cable. Turn on the air and bring it back to the tent, push it in, making sure the side with the button is at the entrance of the tent. Next, swap the power cables and replace the humidifier. If there are any lights on, use the key on the hall ring to power off the console.

Cable Storage and Roadcases

The pallet racking on stage left holds the majority of cables and commonly used equipment. The top shelf is mostly for storage of old cables and bulk cable boxes.

The middle shelf is for the milk crates containing cables for power, DMX, network, and other things. All milk crates should be labeled, and most cables have color-coded tape to show their approximate length.

The lowest level of the pallet racking is for the roadcases which hold stagebar fixtures, rigging equipment, power extensions for events, and more.

Audio cables are stored in the drawers stage right of the center door. They are also color-coded by length. Audio and network snakes are stored above the drawers on arms; these are classified by color, but that is not their length.

Loading Dock

Stage Managers Booths

Stage Left Stage Manager's Booth

What's over there?

- Toolbox
- Video Rack
- Various Cleaning supplies/Liquids under the Video Rack
- Controls to move the truss' and Banners
- Shelving
 - Floor
 - Covers for the Cable holes in the wall
 - A collection of Casters
 - Shelf 1
 - Lighting Fixtures that need to be tested or repaired
 - Shelf 2
 - Cleaning Supplies
 - XLR 3 pin bin
 - Power and Electrical Bin
 - Fan and Misc Mic Stand Parts Box
 - Test and Send in Bin (All small items)
 - Red Bins
 - Colorful doohickeys
 - Wenger Straps
 - Sandpaper
 - Outlet mounting
 - Shelf 3
 - Ethercon Feed Through
 - Ethercon Cable Stuff
 - 1/4 Inch Cable stuff
 - Rigging Stuff Non-Cable
 - Rigging Stuff Cable
 - Misc Panel Mounting and XLR non-3pin
 - Truecon Stuff
 - Powercon and Speakon
 - Misc Cable Head Stuff
 - Velcro, Heat Shrink, and Various other Tubular things

Stage Right Stage Manager's Booth

What's over there?

- Brooms
- Lamp
- Battery Packs
- Empty Cases
- Festival Lighting Reef things
- LiveMix box

Misc (chairs, stands, power distro, etc)

The power distro area (back, stage left corner of backstage) is where set pieces, music stands, the live mix cart, and instruments for events are stored. Stuff moves through this area frequently.

Chairs for events are stored on carts on stage right, there should be between 14-18 on each cart.

To the left of the audio cable storage is the cabinet for mic stands, which is locked with the same lock as the spiral staircase.

Milk Crates