



# Tower Theatre Lighting Operators' Guide [Sept 2024]

## Opening up

### If you are the first in:

Fire Alarm:	<i>If smoke or haze machines are used: Turn key switch to 'HEAT ONLY' (alarm panel near building entrance front door)</i>
Main stairs:	Switch on staircase lights (wall switch at bottom or top of stairs)
Theatre door:	Unlock door
Working lights:	Switch on Working Lights (beside theatre door)
Exit lights (SR):	Switch on SR Exit light (next to Working Light switch)

### In upper mezzanine room

- Switch on light (switch at bottom of mezz stairs)
- In top mezzanine room, on the main power cabinet (grey cabinet beside dimmer racks), **switch on all switches marked in blue** (dimmers, tech power sockets and DMX distro)
- Return to stage. Switch off top mezz light
- Switch on **SL Exit sign** (switch by door to Dressing Room)
- *Plug in hazer/smoke machine if used*

### In 'Lighting/Sound Box'

- Switch on main **Lighting Control switch** to left of Lighting Desk
- Switch on **House Lights** switch to left of Lighting Desk
- *(Switch on AIRCON if required)*
- *If aircon is in 'heat' mode, check that Destratification Fan is ON and set to position '2'*

### Switch on Lighting Desk

- Remove dust cover
- Turn on (button at top right of the touch screens). Wait for desk to boot up and screens display the cue list

### Pre-show checks

- Select rig check state: Press **Go To Cue>[rig check cue]>ENTER**
- Switch off Working Lights (switch to left of desk)
- Go onto stage and check that all lights for the show are glowing or as required by Lighting Designer. Contact the Lighting Designer or other competent person if there is a failed lamp or other problem
- Return to the desk and press **GO**, this selects the blackout check (*[Blackout Check cue]*). Before doing this, **warn anyone on stage that you are 'going dark'**. In this state only the two or three exit lights should be visible. It checks that, amongst others, the two mezzanine lights are off. If the exits signs are not on, these can be switched on by the switches behind the script holder.
- Press **GO** to select *[House Preset cue]* which is the House preset (houseslights, roof lights and stage warmers)

**You are now ready for the show.** Tell the SM that you have the preset up and you are ready to open the house – this may not happen immediately. If there is more than 15 minutes before the house is open, switch on the Working Lights and go back 1 cue to the blackout check. When you are advised that the house is open, advance to Houseslights and Preset cue and switch off Working Lights

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## Closing down – please turn over page

# Closing down

## **When audience is clear**

- Switch on Working Lights (switch to left of desk)
- **Go to Cue>0>ENTER** (black out of all stage lights)
- Power down Lighting Desk via menu sequence: In the **desk browser**, double tap or double click **Power down device**, - tap or click the two confirmations that appear on the right hand screen
- Replace desk dust cover
- Switch off AIRCON if used
- Switch off **House Lights**
- Switch off main Lighting Power switch

## **Radio comms**

- If you have a radio set, return it to the SM or charging station

***Unplug Hazer/Smoke Machine if used (wait for cleaning process to finish if Tour Hazer is used)***

## **In upper mezzanine**

Check that Sound has closed the computer and powered down the amps, etc. Then: In the grey power cabinet, switch off the dimmers (all left side breakers) and other power supplies (right hand switches marked 'SWITCH OFF AT NIGHT')

## **If you are the last out (the Stage Manager usually does this)**

### Check that no one else is in the theatre, dressing room or toilets

Theatre:	Check aircon is off – instructions next to controller by Lighting Desk
Dressing Room:	Check aircon is off, check ceiling and mirror lights and any other electrical items including relay monitor are off. Close door
SM room and toilets:	Check taps are off. Switch off lights, monitor etc.
Fire escape:	Check fire escape crash door is securely closed (this is an alarm trigger)
Corridor:	Switch off corridor lights
Stage door:	Close door from stage
SL Exit sign:	Switch off
SR Exit sign:	Switch off
Working Lights:	Switch off
Theatre door:	Close and lock
Stair lights:	Switch off
Fire alarm:	If the fire sensors have been switched to 'Heat only' (e.g. for smoke or haze machines) reset to 'Smoke + Heat'

SL 25.9.18

Upd:

SL upd 12.9.24

SL upd 10.4.25