

Opening up

If smoke or haze machines are used, the smoke sensors in the theatre must be disabled. The heat sensors will remain active.

To disable the smoke sensors: At the alarm panels in the front door lobby, **turn key switch to 'HEAT ONLY'**. A constant warning sound will be heard. At the main alarm control panel, **press 'Silence Buzzer'**. The warning will stop and the system is set to detect heat only.

If you are the first in (the SM will usually have done this):

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)
Door to lift:	Unlock the door SL leading to the lift

On upper mezzanine

- 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). NB: Currently, Breakers 2 and 3 (top right breakers) may not set on first attempt. If they trip, reset and they will stay 'in'
- Return to stage. Switch off top mezz light
- Switch on **SL Exit sign** (switch by door to Dressing Room)
- *If used, check that any haze or smoke machines and non-dimmed devices are powered up (check with Lighting Designer or SM how this is done)*

In 'Lighting/Sound Box'

- Switch on main **Lighting Control switch** to left of Lighting Desk (this has **red** pilot light)
- 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 '1'. The switch is next to the aircon controller*

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** (Lighting Designer will have set this)
- 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 (housetlights, 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 Houselights and Preset cue and switch off Working Lights

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** (all stage lights off leaving Working Lights on)
- 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 Destratification Fan if on
- Switch off **House Lights** (right hand switch on white panel)
- Switch off main Lighting Power switch (switch with **red** pilot light)

Radio comms

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

Unplug Hazer/Smoke Machine if requested by Lighting Designer (wait for cleaning process to finish if Tour Hazer is used – control panel on hazer indicates if the process is active)

On upper mezzanine

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
Door to lift:	Lock door SL leading to the lift
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 '. No buzzer sounds and the system is restored. <u>This is essential for the protection of the building and to comply with our insurance cover</u>
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SL upd 12.9.24
SL upd 10.4.25
SL upd 25.3.26