

Jhan, 3:30PM to 6:30PM

10/13/2016

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Creston Logout	1630	ACW	106	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1630	ACW	206	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1630	VH	C	Ensure neck mic goes back to equipment drawer.	
Setup Mic	1630	VH	A	Set up 2 desk mics with mixer and neck microphone. Milk carton with mic cables, mics, mixer and desk stands is in Vari 1019 storeroom. Volume control on crestron - press mic icon and then ramp up " Podium" volume control. Neck mic is in podium drawer.	
Other	1630	VH	A	All equipment in milk crate in Vari 1019. Night Tech to meet Suzanne in	
Creston Logout	1730	ACW	009		
Creston Logout	1730	ACW	205	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	ACW	306		
Creston Logout	1730	ACW	307		
Creston Logout	1730	HNE	038	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	HNE	304	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	HNE	401	Ensure neck mic goes back to equipment drawer.	
Creston Logout	1730	R	N120		
Creston Logout	1730	R	N143		
Creston Logout	1730	VH	3017		
AV Shutdown	1730	R	N102	Nat Taylor Cinema. Lock cinema all doors after shutdown.	
Creston Logout	1800	ACW	209		
Other	1800	R	N102	Open doors to Nat Taylor Cinema. Allen key in S120 Ross storeroom.	