# TD BOOKLET
## A SUMMARY OF TECH AT NNT

# *CONTENTS*

Welcome to tech at the Nottingham New Theatre. Thank you for being part of the tech team and I hope you enjoy taking part. This booklet will cover everything you need to operate and TD a show but never be afraid to ask about anything. We're always happy to give training and if you would like to know more about opportunities within tech please do not hesitate to email me (techdirector@newtheatre.org.uk) or come and have a chat – I will probably be around somewhere. Best of luck with the show!

**Joanne Blunt**
**Company Technical Director**

# ROLES

## TECHNICAL DIRECTOR

- Supervises safe rigging of the lights.
- Oversees any changes to the theatre's default set-up, returning it to it's original set-up after the run is finished.
- Creates a cue sheet.
- Runs the show by calling cues.
- Is responsible for cast and crew evacuation in event of an emergency (see pg. 7)
- Completes a show report – see folder.
- Ensures the get out is conducted safely and that the technical areas of the theatre are left in a tidy state for the next show.

## LIGHTING DESIGNER

- Works with the director, producer and set designer to create the look on stage.
- Attends rigging session.
- Runs focussing and plotting session.
- Takes notes and edits during tech and dress runs.
- Assists TD with derig.

### DAYS REQUIRED

**TD:** SAT - SAT
**LD:** SAT – TUES
**SD:** SAT - TUES

## SOUND DESIGNER

- Works with the director and producer to produce the show's soundscape.
- Collects sound effects or works with a composer before rigging starts.
- Programmes in the show.
- Takes notes and edits during tech and dress runs.

## OPERATOR

- Helps with pre-show checks.
- Operates light, sound or video under instruction of the TD.
- Assists with the derig on closing night (if available).

# COMMITTEE CONTACTS

## COMPANY TECH DIRECTOR

**RESPONSIBLE FOR:**
Training and arranging the technical crew for each show.

**CONTACT DETAILS:**
Joanne Blunt

Mobile: 07800974413

Email: techdirector@newtheatre.org.uk

## TECHNICAL MANAGER

**RESPONSIBLE FOR:**
Maintenance of equipment and training of crew.

**CONTACT DETAILS:**
Nathan Penney

Mobile: 07580478895

Email: techmanager@newtheatre.org.uk

# *POWERING ON*

- **TURN ON LIGHTING DESK**
  Power button top left of desk

- **TURN ON DIMMERS**
  Step 1 – Large grey "dimmer" switch near dressing room (up = on) – don't touch the others!
  Step 2 – Lower switch in workshop (on = red)
  Step 3 – Dimmer switches flicked to red

## SOUND

- **TURN ON ALL PLUGS AT WALL**

- **TURN COMPUTER ON**
  Power on right and on monitor (bottom right corner).

- **TURN SOUND DESK ON**
  Hold down power button (top right). The button will flash. Press again.

- **TURN ON AMPS AND COMMS**
  Total 5 switches under computer.

## VIDEO SCREEN

- **TURN ON PLUG AT WALL**

- **POWER BUTTON ON SCREEN**
  Bottom right of screen.

## COMMS IN WINGS

- **POWER ON**
  If turned off, turn on using power switch on the right.

# *POWERING OFF*

## *LIGHTING*

- **"GO TO"  "CUE"  "0"**
  Turns off all the lights. Do this BEFORE turning the dimmers off.

- **TURN DIMMERS OFF**
  Reverse of turning on:
  Step 1 – Turn off dimmer switches (top switches in work shop) – flick to green.
  Step 2 – Turn lower switch in workshop to green.
  Step 3 – Turn large grey dimmer switch near dressing room off (down = off) – don't touch the
  others!

## *SOUND*

- **TURN OFF AMPS AND COMMS**
  Total 5 switches under computer.

- **TURN SOUND DESK OFF**
  Hold down power button (top right). The button will flash. Press again.

- **TURN COMPUTER OFF – SAVE IF UPDATED**
  Power on right and on monitor

- **TURN OFF ALL PLUGS AT WALL ON RIGHT OF VIDEO SCREEN**

## *VIDEO SCREEN*

- **TURN OFF PLUG AT WALL**

# SOUND BASICS

## GETTING OUTPUT

- **IN THE AUDITORIUM**
  Set the master (far right) to 0.
  Turn the L and R faders up for output from computer.
  Set L and R at zero before setting levels.
  Turn the 'God Mic' fader up to speak to the stage.
  Turn the 'Mini Jack' fader up to play music from a device plugged into the jack in the auditorium.



- **IN THE TECHBOX**
  Press the TB button at the top of the sound desk.
  Slide up the 'Stage Mic' fader to hear the speaking on stage in the tech box.
  Slide up L and R faders to hear the output to the auditorium in the tech box.
  Slide up the 'Foyer QLab' faders to hear output to the foyer in the tech box.
  Press the TB button again to go back to the auditorium outputs.

- **IN THE FOYER**
  Press the 'Foyer' button at the top of the sound desk.
  Turn the 'Foyer QLab' fader up for output to foyer.
  Set the 'Foyer Qlab' fader to zero before setting levels on QLab.

## QLAB BASICS

- **OPENINIG QLAB**
  Open QLab by clicking on the QLab icon in the dock at the bottom of the screen.
  Open the QLab base file ('File' and 'Open') when starting a new show – it provides a template.

- **INSERT, PLAY AND STOP A CUE**
  Drag the audio file into the QLab workspace to import it as a cue.
  Pressing the space bar plays the highlighted cue.
  Press Esc key to stop the programme.

- **FADE OUT**
  Click the fader icon at the top of the screen and drag it to where you would like the fade cue to be.
  The red cross to the left of the fade cue means some information is missing from the fade cue.
  Drag the cue you want to fade into the fade cue.
  Click on the fade cue then on the 'Levels' tab at the bottom of the screen.
  Drag the levels down to –INF.
  Click 'Stop target when done'.
  Set the time period of the fade by changing the time in the 'Action' column of the workspace.

- **TIMINGS AND FOLLOW ONS**
  To make a cue start at the same time as the cue below, click in the far right hand column of the cue until ⬇ appears.
  To make the next cue start after a certain time period, change the post – wait time.
  To make the next cue start when the cue finishes playing, click ⬇ again until ⚓ appears.

- **FADE IN**
  Drag the audio file to the place where the fade in should go in the show.
  Drag the levels down to –INF.
  Drag the fade icon to below the sound cue.
  Drag the sound cue into the fade cue.
  Set the levels of the fade to the level you would like the cue to play at.
  Set the cue and fade to play at the same time ( ⬇ ).

- **STOP CUE**
  Drag the stop cue button from the menu at the top (same row as the fade cue) and drop where desired in the show.
  Drag the cue you want to stop into the stop cue.

- **LABELLING CUES**
  Double click in the 'Q' column to rename a cue.
  Double click in the 'Number' column to renumber the cue.

## RECORDING ANNOUNCEMENTS 🎧

- **SETTING UP THE MIC**
  Take a 1m lead from the back of the tech box.
  Mics are under the leads at the back of the tech box.
  Plug one end into the mic.
  Plug the other end into the second box down under the computer – left or right is inconsequential.

- **RECORDING**
  Open audacity – headphone icon (see above).
  Press the record icon at the top of the window.
  Press again to stop recording.
  Trim the beginning and the end – highlight the bit you want to get rid of and press 'cut' (see above).

# LIGHTING DESK BASICS

- **OPERATING**
  Go to next cue – press [Go].
  Stop the cue – press [Stop/Back].
  Go back a cue – press [Stop/Back] twice.
  To go to a particular cue – press [Go To], [Cue], enter the number then [Enter].

- **SAVE A CUE**
  Press [Record] [Cue] then enter the number of the cue then [Enter].
  To save the show, [Shift] and [Update].

- **CHANGE A CUE**
  Go to the cue you want to edit.
  Enter the number of the channel you want to edit.
  Press [Enter].
  Use the wheel to change the intensity.
  Press [Record] [Cue] then enter the number of the cue then [Enter].

# HEALTH AND SAFETY

The TD is responsible for the health and safety of the crew during the run of the show they are overseeing. Please report any incidents to a member of committee so that an accident report or near miss form can be completed.

## RIGGING

- Lone working is **NOT** permitted.
- Anyone rigging or working at height must be trained and have their training record signed.
- Late working is allowed but not advised.

## RUNNING THE SHOW

- The rig and any additional equipment must be checked before the show.
- All fire exits must be checked by the TD before every show.

## EMERGENCY

- A front of house member will make an announcement to begin the evacuation.
- LX operator turns on house lights on left hand wall of the tech box.
- LX operator turns off all stage lights.
- Sound operator turns off amps.
- TD supervises evacuation of cast and crew through fire door next to dimmers.
- If possible, TD powers down dimmers.
- When safe to do so, cast and crew will re-enter and the show will resume.

# *ANNOUNCEMENTS*

Announcements are to be recorded and programmed into QLab (see the base file, previous show files and pg.6 (Recording Announcements) for guidance).

| Time | | Announcement |
|---|---|---|
| **Evening** | **Matinee** | |
| 7.20 | 2.20 | Ladies and Gentlemen, welcome to the Nottingham New Theatre. Today's performance of [SHOW NAME] by [PLAYWRIGHT] is scheduled to start in 10 minutes. The house is now open. |
| 7.27 | 2.27 | Ladies and Gentlemen, welcome to the Nottingham New Theatre. Today's performance of [SHOW NAME] by [PLAYWRIGHT] is scheduled to start in 3 minutes. Please make your way into the auditorium now. |
| 7.30 | 2.30 | Ladies and Gentlemen, welcome to the Nottingham New Theatre. We would like to remind you that this is a non-smoking building and that photography, and recording of any kind, is strictly prohibited. [Please note that this performance contains live smoking on stage / smoke effects / strobe lighting]. In the event of an emergency please follow the directions of the front of house staff. Please ensure that your mobile phone is switched off and that you are seated in the auditorium as the performance will begin shortly. |
| Interval | Interval | Ladies and Gentlemen, there will now be a 15 minute interval. Please leave the auditorium for its duration. |
| Interval return | Interval return | Ladies and Gentlemen, Act Two is about to begin. Please make your way back into the auditorium now. |

# *WARNING NOTICES*

The Nottingham
New **Theatre**

# SHOW NAME (CAPS)

## This performance contains ENTER WARNING

A warning sign is needed if the show contains live smoking on stage, smoke effects (a smoke or haze machine) or strobe lighting. Any warnings must also be included in the announcements at the beginning of the show (see pg. 8).

# *QUICK FIXES*

| **PROBLEM** | The lights aren't turning on. |
|---|---|
| **SOLUTION** | • Make sure you're not in cue 0. Go through a few cues to check. <br> • Have you definitely turned the dimmers on? (Dimmer switch up and switches in workshop turned to red). |

| **PROBLEM** | The LEDs aren't turning on. |
|---|---|
| **SOLUTION** | • The LEDs may be plugged into the wall in the left wing. Turn the plug on then run through a few cues with the LEDs in if they start flashing. |

| **PROBLEM** | No sound from QLab. |
|---|---|
| **SOLUTION** | • Double check that all the amps are turned on. <br> • Double check that the L and R faders are turned up as well as the master. <br> • Try a different cue that you know works to check that the cue isn't just too quiet to hear. If so, increase the levels in Q Lab. |

# *FIXED PROBLEMS*

This section is for you to fill in. If you have a problem with the equipment and fix it please write it down here so if it happens again it can be fixed quickly.

| PROBLEM | |
|---|---|
| SOLUTION | |

| PROBLEM | |
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| SOLUTION | |

| PROBLEM | |
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