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## **STANDARD OPERATING PROCEDURE (SOP)**

**Date issued: 27/9/2022**

**Revision: 4**

**Subject:** Digital Sergeant Standard Operating Procedure

**Date w.e.f: 23/6/2022**

**SCOPE:** Outlines standard techniques for DS events operation within HKBUAS

**Shadow version:** <https://www.digitalsergeant.epizy.com/>



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## Revised content

**Syntax: **RX** , **RX** stands for major and minor changes respectively**

R0 (23/6/2022): Released base version of SOP

R1 (25/7/2022): Minor amendment toward phraseology - ac

R2 (27/7/2022): 1. Modified general remark 2. Reduce redundant content in all positions

3. "Revised content" menu was added – oc

R3 (17/9/2022): 1. Added AGT ZOOM setup 2. Added minor general procedures

3. Personnel inter-relation diagram update. – oc

R4 (27/9/2022): Added standardized procedures for lab duty – ac, oc



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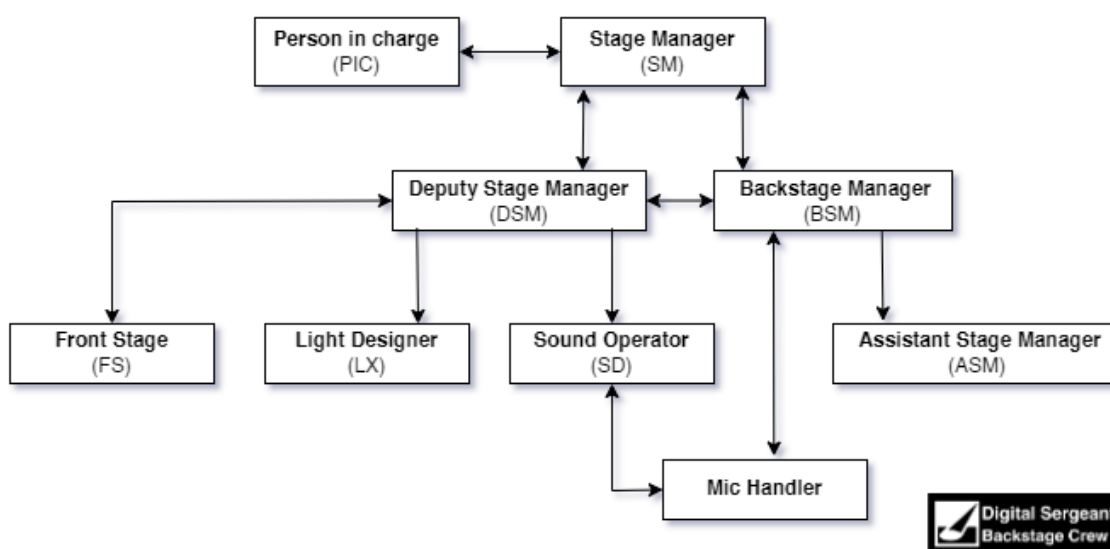
# 1. Purpose

This Standard Operating Procedure (SOP) sets forth the procedures for all Digital Sergeant members at HKBUAS to improve communication, techniques, and to distinguish procedures that are specific to the distinct situation.

## 2. Roles and responsibilities

This SOP shall be maintained, revised, or updated, by the Advisor / Head of DS. Any suggestions for modification / amendment to this SOP should be sent to the senior members for review. All heads are required to utilize this SOP to standardize members procedure.

## 3. Personnel



- If SM is not applicable in particular show, BSM are required to takeover SM job while DSM being the final decision maker.
- Mic handler should be handling audio device at backstage under the command of BSM

**\*If SM is not applicable in certain shows, BSM is required to takeover SM duties while DSM being the final decision maker.**

Remark:

Advisors are more experienced in show procedures, thus he/she is recommended to be SM of the event.




Refer to **DS handbook v3 P8-10** for other positions



## 4. Standardized marking

### Digital Sergeant Marking SOP

#### General Regulations

-  } <-Different colors of tape should be used for identification
-  } <-Each scene should use only **1** color of tape for all marking
-  } <-Scene number should be written on the marking if possible
- <- Only use fluorescent tape under **NO/LOW** light working environment

#### General Marking

##### Chair



- <- Applicable to all types of chair (e.g. Piano chair)
- <- Should only be applied to **ONE** leg of the chair

##### Mic Stand



- <- Applicable to all types of mic stand
- <- Marking should be placed under the **CENTER** of mic stand
- <- The circled red part should be pointing **toward the mic**

##### Music Stand



- <- Marking should be placed under the **CENTER** of music stand
- <- Non directional

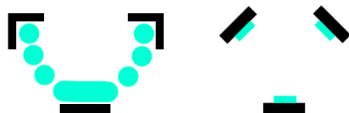
#### Instruments marking

##### Grand Piano / Keyboard



- ^~ Red label refers to piano/keyboard leg
- ^~ **All** leg of piano/keyboard should be marked
- ^~ If the piano is marked there is no need for making the piano chair

##### Drum set / Timpani



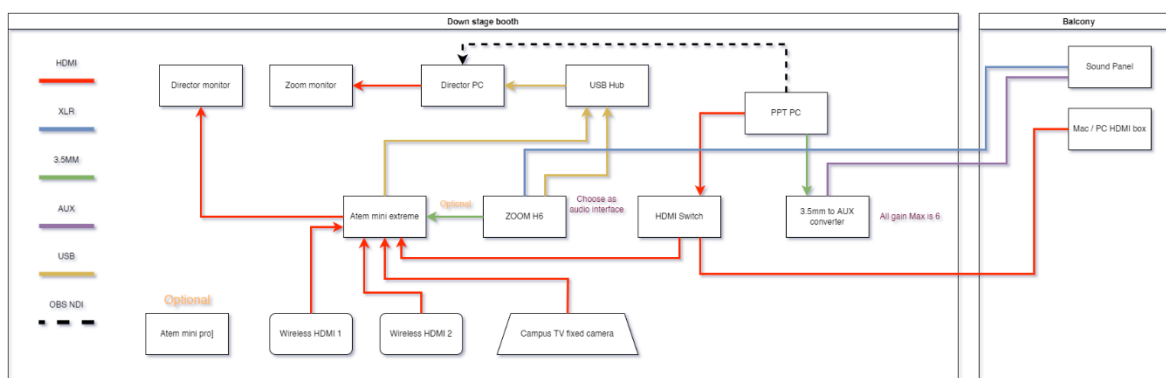
- ^~ Red label refer to drum
- ^~ Centre label of the drum set should be perfectly aligned

##### Others

- ^~ Use markings that are not indicated above to mark other props
- ^~ Keep the marking **SIMPLE** is the key



## AGT Zoom broadcast connection



- 1.) Director / PPT PC -> ICT lab laptop
- 2.) Director should insert earphone in H6 to check feedback level
- 3.) Director should record the whole show through OBS, DO NOT use ZOOM record function.
- 4.) Audio interface mode should be selected while booting H6
- 5.) Mandatory to organize a section to trial the receiver with Campus TV
- 6.) Use LAN for Director PC for better internet connection



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## 5. Pre-Show SOP

### 5.1. Syntax

XXXXXXXXXXXXX highlighted procedures indicate that there should be a coordination between positions, before proceeding to next session.

### 5.2. DSM

- 1.) Organize pre-session briefing (special reminders to members, announce last-minute changes)
- 2.) Distribute and test walkie-talkies (\*following positions must hold at least 1 walkie: Mic Handler, Curtain, BSM, FS, SD, LX)
- 3.) Dismiss colleagues to their required positions
- 4.) Check respective equipment (e.g. Qlab/PPT if available)
- 5.) Wait till all positions report ready + Event PIC confirmation
- 6.) Announce “stage clear” indicating the start of the show
- 7.) Report to emcee to start with own discretion

### 5.3. FS

- 1.) Listen to pre-session briefing
- 2.) Receive + test walkie-talkie
- 3.) Obtain special extra equipment if needed (e.g. handheld mic)
- 4.) Get and wear the DS jacket
- 5.) Go down to front stage and stand by



## 5.4. BSM

- 1.) Listen + give reminders during the pre-session briefing
- 2.) Receive walkie-talkies from DSM and distribute to ASM, Curtain, Mic Handler

### 3.) Proceed to backstage

- 4.) Turn on all switches
  - a) Side wall LED Controller switch
  - b) Air conditioner switch x2
  - c) LED switch x2
  - d) Projector screen switch
  - e) Side TV switch L
  - f) Main switch x2 (RED is on)

Appendix A: Do not turn on both switches at once or else you risk being electrocuted

- g) Side TV switch R

### 5.) Report to LX that all switches are on

- 6.) Confirm that each side of the stage has at least 1 walkie
- 7.) Check podium position (Should be directly on metal plate)
- 8.) Check the quantity of accessories (tape, battery, props)
- 9.) Side door should be unlocked
- 10.) Enough clearance between side stage curtains
- 11.) Turn off all backstage fluorescent light tubes
- 12.) Confirm that emcee have their required mics
- 13.) Report BS ready to DSM
- 14.) Report to emcee to start show at own discretion

## 5.5. ASM

- 1.) Listen to pre-session briefing
- 2.) Receive + test walkie-talkie
- 3.) Get the equipment requested by BSM
- 4.) Go down to BS
- 5.) Place the props/equipment at designated positions
- 6.) Wait for further instructions issued by BSM





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## 5.6. LX

- 1.) Listen to pre-session briefing
- 2.) Receive + test walkie-talkie
- 3.) Turn on all switches
  - a. Turn on LED controller switches under panel x2
  - b. 204/205 switch
  - c. Turn on software then hardware
  - d. Confirm that the correct show file was loaded
  - e. Confirm that the correct cues are loaded
  - f. Confirm that the correct fader page is loaded
- 4.) Wait till BSM report that all BS LX switches are on
- 5.) Test out all required LX effects
- 6.) Report ready to DSM

## 5.7. SD (panel)

- 1.) Listen to pre-session briefing
- 2.) Receive + test walkie-talkie
- 3.) Prep all required audio equipment to mic handler
- 4.) Turn on all switches
  - a. Sequencer ON (confirm all linked equipment was on)
  - b. New mic receiver x4 (special transmit/receiver if available)
  - c. Mac/PC audio output dongle in correct settings
  - d. Projector/screen is on and at correct position
- 5.) Screen source is in correct setting
- 6.) Confirm mic level according to mic sheet
- 7.) Mute all mic to prevent feeding
- 8.) Coordinate with Mic handler for testing
- 9.) Confirm that Mic handler and PPT are ready
- 10.) Report ready to DSM



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## 5.8. SD (Mic handler)

- 1.) Listen to pre-session briefing
- 2.) Receive + test walkie-talkie
- 3.) Get all audio equipment (ask ASM for help if there's too many)
- 4.) Go down to backstage
- 5.) Check battery level of all equipment (change battery if it's not full,  
\*Report to panel before changing battery)
- 6.) Place the equipment in designated places
- 7.) Conduct mic test as required (especially for transmitter and receiver)
- 8.) Confirm that the sound level of 天地 is within suitable range
- 9.) Report to ready to SD(panel)

## 5.9. SD (PPT)

- 1.) Listen to pre-session briefing
- 2.) Receive + test walkie-talkie
- 3.) Check signal projecting from pc to screen
- 4.) Check presenter view/duplicate view as required
- 5.) Coordinate with panel to test embedded videos/audios
- 6.) Report ready to SD(panel)



## 6. Post-Show SOP

### 6.1. DSM

- 1.) Announce end of show (remind BS to pack things up)
- 2.) Wait until all members return to balcony
- 3.) Count total number of walkie-talkies
- 4.) Debriefing (mistakes, improvements, summary)
- 5.) Dismiss all members

### 6.2. BSM

- 1.) Switch off all switches (refer to Pre-Show SOP)
- 2.) Return all borrowed props to original positions
- 3.) Confirm that all props are returned to the original positions (e.g. Old hall mic, instruments etc.)
- 4.) Confirm that BS is clear, return to balcony with ASM
- 5.) Return walkie-talkies
- 6.) Conduct debriefing with DSM (conclude BS performance)

### 6.3. Mic handler

- 1.) Pack and count all audio equipment
- 2.) Return to balcony (ask ASM for help if needed)
- 3.) Return all new equipment to the locker
- 4.) Return walkie-talkies
- 5.) Listen to debriefing session

### 6.4. LX + SD (Panel, PPT)

- 1.) Turn off all switches (refer to Pre-Show SOP)
- 2.) Return walkie-talkies
- 3.) Listen to debriefing session

### 6.5. ASM + FS

- 1.) Return to balcony (FS only)
- 2.) Return to balcony under BSM instructions (ASM)
- 3.) Return walkie-talkie, DS jacket etc.
- 4.) Listen to debriefing session



## 7. Lab Duty

### 7.1 General Procedures

#### 7.11 Record Duty Status

1. Access the 'On Duty' / 'Off duty' tab on <https://www.digitalsergeant.epizy.com/>
2. Fill in the form using your **ellearn** Gmail account. Make sure you have inputted your personal details correctly. For substitutions, please remember to indicate it in the 'On Duty' form.

#### 7.12 Borrowing Device

1. Ask the schoolmate to present their student card.
2. Retrieve a laptop from the cabinet.
3. Access the 'Borrow Device' tab on <https://www.digitalsergeant.epizy.com/>
4. Enter the relevant information on the form.

#### 7.13 Returning Device

1. Time for returning device (1:45 for lunch; 17:10 for afterschool)
2. Relevant personnel remind schoolmates to return the laptops.
3. Access the 'Borrow Device' tab on <https://www.digitalsergeant.epizy.com/>
4. Enter the relevant information on the form.
5. Place the laptop back into the cabinet, at the position designated by its device number.

#### 7.14 Duty/reporting Time

	Lunch	Afterschool
Duty time	13:20-13:50	16:15-17:15*
Reporting time	13:15	16:10
Duty date	TBC with present Heads	
Location	S507 Computer Lab	

\* Person on duty may leave at 16:30 if there are no users inside the Computer Lab.



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## 7.2 Code of Using the Laptops

1. Schoolmates will need to login with their Windows user account (e.g. s20111023).
2. The laptops must be used for **educational purposes** only. This includes but is not limited to:
  1. Completing online assignments
  2. Self-directed learning
  3. Accessing online materials (e.g. past papers, e-books)
3. In case of violation of **Section 2**, the person on duty should *gently* remind the user.
4. If the situation persists, the Digital Sergeant on duty has the right to terminate a user's ability to use the Computer Lab service.

## 7.3 Remarks

1. Digital Sergeant members on duty should replace devices borrowed to schoolmates if it is dysfunctional.
2. Digital Sergeant members on duty should provide IT assistance to schoolmates when necessary (When users cannot log into their Windows account, make sure that the laptop is connected to a Wi-Fi network.)
3. If the computer lab is locked, request assistance from IT staff in the nearby room (S506).
4. Turn the lights off after every session.
5. If you cannot make it on a particular day:
  - 5.1 Find someone to substitute your duty.
  - 5.2 Please notify team heads with your new arrangement in the WhatsApp chat group at least 2 days before.
6. Team heads should ensure that relevant members are present during their duty time slot.



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## 8. Remarks

### 8.1 General

- 1.) If SM is **present** in the show, he/she should act as final checker of all positions before the start of a show
- 2.) SM is an extremely flexible position, he/she is **not** recommended to receive a fixed job but should wander between balcony and BS to supervise, help and support
- 3.) SM should be the bridge connecting between DS and performer
- 4.) During “Big” show, all members **should** be wearing the DS Jacket and zip up (mandatory when there’s guest on balcony)
- 5.) Earphone for walkie is compulsory to all position when available. Priority to DSM, BSM, FS, Mic handler, Curtain
- 6.) Walkie-talkie testing is **mandatory** to prevent malfunction, testing should be conducted immediately when DSM distribute walkie to designated members. (Confirm both input and output of audio is loud and clear)
- 7.) During general rehearsal or show day, all radio transmissions that are position specified, should be using callsign of position, but not members name
- 8.) Members are **allowed** to use portable device for **show related** materials but **not entertainment** during rehearsal/show period
- 9.) Any issue related to **electric circuits** should be deal with extra caution, DSM/SM should consider contacting IT dep. for further support
- 10.) In **ANY** condition all switches mentioned in Pre-Show SOP should be switched on
- 11.) Members should arrive at balcony **ASAP** after lesson
- 12.) Members should acknowledge the procedure clearly stated in this SOP and perform accordingly in general situation (DSM **should** flexibly adjust some procedure in special cases)
- 13.) Whenever major changes were made towards the SOP content, all members will be notified and should revise the changes.
- 14.) Always refer to SOP version of information whenever there’s conflict with the Handbook



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- 15.) In any circumstances during show, wall mounted fan should be turned off



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## 8.2 Position specified

- 1.) Mic handler **should** replace the batteries of all audio equipment before show no matter its current battery level
- 2.) Mic handler **should** pre-set transmitter on guitar whenever possible
- 3.) SD panel **should** always mute mic whenever it's not being used in current scene
- 4.) LX **should** provide house light when there's no special light effect requested by the guest (unless the guest requested for stage light only)
- 5.) Whenever Mr. Tang is on stage for announcement. **NO** spotlight is required
- 6.) Front stage **should** be proactive at dealing with sudden incident on stage.
- 7.) G11 Advisors should state their intention for G12 membership  
(1. stay as advisor 2.end membership)

## 8.3 SOP amendment procedures

- 1.) Add/correct the content with detailed organization in the SOP
- 2.) Address the changed content in P.2 according to the instructions
- 3.) Update the Table of Content if new heading is added
- 4.) Change the revision version and date issued on P.1
- 5.) Depending on the importance of amended content, Heads/Advisors should consider notifying all member to review the new SOP in WhatsApp Group
- 6.) Notify and link the new version of SOP to "Oscar Chan"  
(email: [whiteoscar01@gmail.com](mailto:whiteoscar01@gmail.com)) for updating the web version  
SOP