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

**Date issued: 27/7/2022**

**Revision: 2**

**Subject:** Digital Sergeant Standard Operating Procedure

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

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



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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



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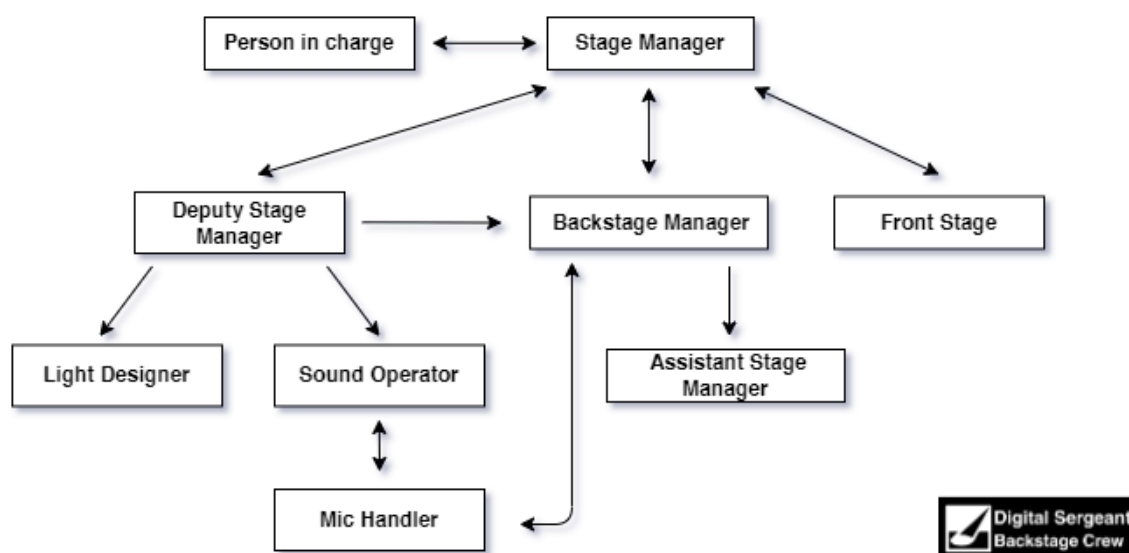
# 1. Purpose

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:

Definition of advisor – Advisors are responsible for demonstrating operations during the show, they should involve in both rehearsal and show day.


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

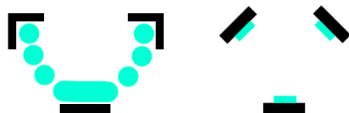
#### Instruments marking

##### 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



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## 5. Pre-Show SOP

### 5.1. Syntax

XXXXXXXXXXXX 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



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## 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 x2
  - f) Main switch x2 (RED is on)

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

### 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



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## 7. Remarks

### 7.1. 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 (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.) Members are **allowed** to use portable device for **show related** materials but **not entertainment** during rehearsal/show period
- 8.) Any issue related to **electric circuits** should be deal with extra caution, DSM/SM should consider contacting IT dep. for further support
- 9.) In **ANY** condition all switches mentioned in Pre-Show SOP should be switched on
- 10.) Members should arrive at balcony **ASAP** after lesson
- 11.) 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)
- 12.) During general rehearsal or show day, all radio transmissions that are position specified, should be using callsign of position, but not members name
- 13.) Whenever major changes were made towards the SOP content, all members will be notified and should revise the changes.
- 14.) During briefing and debriefing sessions, members are encouraged to raise any enquiries or suggestions.



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## 7.2. 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.