

<b>POLICY NUMBER:</b> 6.12.1	<b>DATE ADOPTED:</b> Draft Aug 29/15
<b>POLICY TYPE:</b> Production Job Descriptions	<b>DATE AMENDED:</b>
<b>POLICY TITLE:</b> Lighting Operation Procedures	

## Lighting Operation Procedures

Our stage lighting is a complex and expensive electrical system which must be treated with care and caution. It is important to observe the following rules and guidelines at all times.

1. No food or drinks are allowed in the Lighting or Sound booths.
2. **At no time should anyone rewire or change the lighting instruments without the consent of the Theatre Lighting Director. We are under strict electrical codes and any improper wiring can have dire consequences.**
3. Report all problems to the Lighting Director (currently Jean Anger at 250-833-4076 or [angersjean@hotmail.com](mailto:angersjean@hotmail.com)) right away.
4. Keep the lighting booth neat and tidy. All changes you made should be returned to normal afterward.
5. If you find things out of place, broken, missing or in poor condition, immediately report it to the Theatre Technical Director or the Technical Producer of the current production.
6. There are 24 circuits with a maximum load of 2400 watts each. Be careful not to overload any circuits.
7. Make sure the master fader is set at 0 before powering up the lighting board.
8. Before the instruments are used they should all be warmed up in the following way;
  - a. turn on the power
  - b. set all sliders to 30%
  - c. set this configuration to a sub master for repeated use
  - d. let all the instruments warm up at 30% for 30 seconds before using full power.

This procedure will extend lamp life 20-30%
9. During rehearsals, run the instruments at a lower setting to save energy and costs. Try 60 to 80%.
10. During breaks or long periods of inactivity, reduce the lights to 30% or turn them off.

## Shut Down Procedures

1. Put all the sliders at 0
2. Put the master at 0
3. Turn off the power switch
4. Close the booth window all the way. If the window is left open the intruder alarm may go off.
5. Turn off the house lights
6. Turn off auditorium fans
7. Turn off the stage monitor amp and the mike's phantom power.
8. If you are the last one out, turn off all lights, lock the door and arm the alarm system.
9. Return the key to its place.
10. Be aware that the alarm system will automatically activate at 11 pm. If you enter the room after that time without disarming, the alarm will summon the RCMP.
11. If the alarm goes off, enter the code on the alarm panel. When the phone line is restored to service, call one of the theatre members on the "alarm" list.

## Operation of the Stage Audio Monitor

The stage audio monitor is a separate system that allows the operator to hear what is happening on stage. The amplifier and phantom power sources are in the sound booth and there is one speaker in each booth.

1. The stage monitor PZM mic is phantom powered and should be plugged into mike #1 of the Stage Audio Monitor amplifier.
2. The phantom power must be turned on in order for the mic to work. Be sure to turn off both the phantom power and the amp power before leaving.
3. Set mike #1 level, and the main volume level.
4. Adjust the volume in each booth using the volume control on the monitor speakers.