

## Technician Responsibilities

- 1) Arrive one hour prior to show time and check in with the DP Team Member scheduled for the night.
- 2) Pick up the production script from the DP mailbox in the church office.
- 3) Pick up the tech booth key from the DP mailbox in the church office.
- 4) Turn on sanctuary house lights and left and right track lights....do NOT turn on the choir or water fountain track lights.
- 5) Open the booth and turn on the stage lights on the booth's back wall (powering the lights on will not bring them up on stage...they should remain off on stage until the show begins).
- 6) Using the key found in the booth by the booth window, disarm the front door of the church (be sure to replace the key to its original location).
- 7) At 30 minutes prior to show time....ask the actors to head downstairs and remain there until places.
- 8) At 20 minutes prior to show time....open the sanctuary doors and inform the box office personnel and the DP Team Member scheduled that the house is open for seating.
- 9) At 15 minutes and 5 minutes before show time....head downstairs and give the actors and 15 minute or 5 minute call.
- 10) At show time....check with the box office personnel and DP Team Member scheduled that the bathrooms are clear, and then close the sanctuary doors, turn off the lobby lights, and head downstairs to ask the actors to come upstairs with you for places.
- 11) When actors are in places....inform the DP Team Member scheduled that they should proceed with the pre-show announcement. Once the announcement is finished, slowly lower the house lights located on the back wall of the sanctuary (be sure to leave the left and right track lights at  $\frac{1}{4}$  full throughout the show).
- 12) When the houselights are out....cue the actors to come in from the lobby and go to places at which time, enter the booth and begin running the lights for the show according to the production script.
- 13) After the lights are brought down on Act I and the actors have left the stage to head downstairs, leave the booth and bring up the houselights, open the sanctuary doors, and turn on the lobby lights.
- 14) After ten minutes of intermission....check with the box office personnel that the bathrooms are clear, and then close the sanctuary doors, turn off the lobby lights, and head downstairs to ask the actors to come upstairs with you for places.
- 15) When actors are in the lobby ready for Act II, bring down the houselights and cue the actors to head onto the stage at which time, enter the booth and run the lights for Act II according to the production script.
- 16) Upon the show's completion and when the actors have left the stage for the final time....leave the booth and bring up the houselights, open the sanctuary doors, and turn on the lobby lights.
- 17) When the house is clear of audience following the show, power down the stage lights.
- 18) When most of the audience has departed for the evening, using the key found in the booth by the booth window, arm the front door of the church and return the key to the booth.
- 19) Lock the booth door and return both the booth key and the production script to the DP mailbox in the church office.
- 20) Power down the house lights and track lights in the sanctuary and turn off the lobby lights as you depart for the evening.