

D Theatre Post Event AV Systems Checklist

Checklist to be completed by external AV technical staff at the conclusion of an event in D Theatre. Submit checklist via email to coffs.servicedesk@scu.edu.au prior to leaving the venue.

Event Details	
Event Title:	
Date/Time Checklist completed:	
Name of Person completing Checklist:	
Contact Phone:	
Contact Email:	

DG.8 AV Patch Rack			
Item #	Item	Completed	Notes/issues
1.0	Restore Cable Patch to Default. Reference default patch list attached to the AV patch rack in room DG.8. Check and Restore patch to default.		

Bio Booth			
Item #	Item	Completed	Notes/issues
1.1	Audio Console Patch Cable patch into audio console reset to default. Cable patch list located at console		
1.2	Audio Console – Load default Scene “DTH.350 Default”		
1.3	Lighting Console – Load default show “DTH.350 Default”		
1.4	Covers Placed on Audio & Lighting consoles Power down consoles gracefully prior to applying covers		

Stage Lighting			
Item #	Item	Completed	Notes/issues
1.5	Lighting Fixtures - Plot Inventory of Lighting fixtures to be completed and rigged in default locations as per D Theatre Lighting Plot.		
1.6	Lighting Fixtures – Configuration Lighting Fixtures to be addressed and patched (both DMX & Power) as per D Theatre Lighting Plot.		
1.7	Lighting Fixtures - Focus Static Incandescent lighting fixtures located on FOH truss to provide even stage coverage.		
1.8	Lighting Test All lighting fixtures fully operable in default configuration via Lighting console @ Bio Booth.		

AV Systems Check @ DTH.350 Lectern

Item #	Item	Completed	Notes/issues
1.9	<p>Lectern Location</p> <p>Lectern in default location according to floor markings.</p> <p>Lectern connections to Floor box in place and secure.</p> <p>Lectern floor box cable loom slack retained in lectern. Cable loom to floor box covered with table.</p>		
2.0	<p>AV input source(s) / Preview monitor test</p> <p>Input source selection via the Av touch panel displays attached device correctly on AV touch panel/preview monitor:</p> <ol style="list-style-type: none"> 1. House PC 2. Laptop – HDMI 3. Laptop VGA 4. Document Camera 5. Conference 6. Mediasite 		
2.1	<p>Projection System(s) Test – Using the AV system touch panel, cycle through each input source option and select “Project” to all available projectors. Projector Screens should lower, projectors turn on & display desired input source as selected.</p> <p>Laptop Required to complete testing.</p> <ol style="list-style-type: none"> 1. House PC 2. Laptop – HDMI 3. Laptop VGA 4. Document Camera 5. Conference <p>Projection Screens Lower upon selecting Project.</p> <p>Projectors turn on upon selecting Project.</p>		
2.2	<p>Audio Test #1. Audio Follows Video Check – Audio content to be made available from the following sources:</p> <ol style="list-style-type: none"> 1. House PC 2. Laptop -HDMI 3. Laptop – VGA 4. Conference – Share Laptop for audio test <p>Project each Source.</p> <p>Audio content broadcast through the rooms PA system to match last selected source selected to be projected.</p>		
2.3	<p>Audio Test #2. Microphones</p> <p>Unmute Mic(s) via the Av touch panel,</p> <p>Speak through the Hardwired Lectern Mic.</p> <p>Locate 2 x Handheld & 1 X Lapel Wireless Mics in lectern draw. Turn on and Test. Clear Audio should be broadcast through the rooms PA system when speaking into each microphone</p>		

AV Systems Check @ DTH.350 Lectern			
Item #	Item	Completed	Notes/issues
2.4	<p>PTZ Camera Test</p> <p>Select "Conference" on the AV touch panel.</p> <p>Test both Audience and Lectern Cam for the following functions:</p> <ul style="list-style-type: none"> • Camera Vision is displayed on AV touch/preview monitor <p>Pan/Tilt and Zoom control operate</p>		
2.5	<p>Room Controls Test</p> <p>Locate the "Room Controls" page on the AV touch Panel.</p> <p>Test the following for correct operation:</p> <ul style="list-style-type: none"> • Curtain Control House Lighting Control in both "combine" and "uncombine" mode. 		
2.6	<p>Stage Light Control Test</p> <p>Locate "Stage Lighting" Page on AV Touch Panel.</p> <p>Confirm all stage lights turn on and operate as directed</p>		
2.7	<p>System Shut Down Test</p> <p>Shut down the room AV system via the Touch Panel.</p> <p>The following event are to occur:</p> <ol style="list-style-type: none"> 1. All Stage Lighting power off 2. Projectors power off 3. Project screens raise 4. Audio Mutes will engage on AV touch panel 		

PA System Test			
Item #	Item	Completed	Notes/issues
2.8	<p>Pa speaker(s) listening test.</p> <p>Conduct a listening test to evaluate functionality perceived correct speaker cabinet functionality:</p> <ol style="list-style-type: none"> 1. Initiate Playback of an Audio source (recorded music) @ 80% volume level at the Av touch panel. 2. Methodically position yourself in front of each speaker cabinet location in both the lower and upper tears (DTH.150 + DTH.350) and evaluate the following criteria: <ul style="list-style-type: none"> • Audio emitted from speakers is free of audible distortion or any audible abnormalities including but not limited to crackling, buzzing, missing High or Low frequencies as a result of possible driver failure. 		

Inventory Check – DTH.350 Lectern

Items located in DTH.350 Lectern Draw

Item #	Item	Completed	Notes/issues
2.9	2 x Shure ULXD Beta57 Wireless Microphones		
3.0	1 x Shure ULXD1 Belt back Transmitter & Lapel Microphone		
3.1	1 x Room AV Manual		

Inventory Check – DTH.150 Lectern

Items located in DTH.350 Lectern Draw

Item #	Item	Completed	Notes/issues
3.2	2 x Shure ULXD Beta57 Wireless Microphones		
3.3	1 x Shure ULXD1 Belt back Transmitter & Lapel Microphone		
3.4	1 x Room AV Manual		

Inventory Check – DG.8 Patch Room

Item #	Item	Completed	Notes/issues
3.5	20 x 3m XLR Cables		
3.6	10 x 10m XLR Cables		
3.7	Zone 1 Pendant Hoist Controller		
3.8	Zone 2 Pendant Hoist Controller		

Inventory Check – DG .4 Ticket office

Item #	Item	Completed	Notes/issues
3.9	4 x Shure UR24 Beta58 Wireless Microphones		
4.0	1 x Shure UR1 Belt Pack Transmitter with Lapel Microphone		
4.1	2 x DPA 4088 Head Worn Microphones		
4.2	2 x Behringer DI100		
4.3	2 x Australian Monitor XRS12P 12" Power Speakers with 4 x Feet		
4.4	1 x MiPro MA707 E Portable PA including extension speaker & 2 x Wireless Mics		
4.5	1 x MiPro MA708 Portable PA including extension speaker and 2 wireless Mics		
4.6	1 x Chauvet Hurricane 2D Haze Machine		
4.7	6 x Chrome Mic Stands with boom arms		
4.8	3 x Black Straight Mic Stands with round base		
4.9	4 x Speaker Stands - Black		

Notes
