

Head over Heels Duties

Sound Designer & A1: Cardona

A2: Elizabeth & Nic

Preshow Duties:

- Check in with Cook upon arrival (for attendance)
- Grab headsets
- Battery all transmitters
- Place charged batteries in containers (check they are all fully charged before removing!!)
- Verify that all connections on transmitter are secure
- Check all mics for three wig clips
- Mic check center stage
- Set Ray's mic
- Mic actors as needed in Lanier Hall
- Check all mic placements at 5 till go
- Diligently check mic placements and monitor audio during performance

Preshow Duties:

- Check in with Cook upon arrival
 - Speaker check
 - Mic check
 - Test OSC
 - Set up and test monitoring laptop in SR Wing
 - Support dance and vocal warm ups with actors
 - Confirm signal and battery levels of all transmitters at 5 til go
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Post show Duties:

- Collect all mics from actors
- Collect Ray's handheld
- Remove batteries from transmitters and charge (confirm that all are charging!!)
- Check conditions of all mics for upkeep (paper tape, hellermann sleeves, wig clips) and update Cardona
- Check in with Cardona before leaving

Post show Duties:

- Check in with Cook for any notes
- Turn off and store monitoring laptop