XANADU PROJECTIONS PRE-SHOW CHECK LIST

1) Turn Computer ON

o PRESS the POWER BUTTON on the Front of the Computer

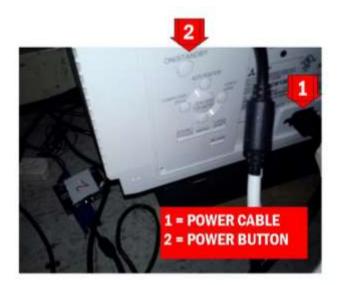


2) If the QLab Session does not Load Automatically:

- o Open "Xanadu Projections Final Show" Folder on Desktop
- o Load QLab Session: "Xanadu Projections Final Show"
 - Double Click the File with a "Q" in Front

3) Turn Projectors ON

- o BenQ 1 (1st Beam) (SR)
 - (Use Remote)
- o BenQ 2 (1st Beam) (SL)
 - (Use Remote)
- Mitsubishi (Booth)
 - (Push White "Power/Standby" Button Green Lights Should Turn ON)
 - Lighting Console Needs to be ON Before you Turn on this Projector



4) TEST Projectors (SEE PROJECTIONS BINDER FOR VISUAL REFERENCES)

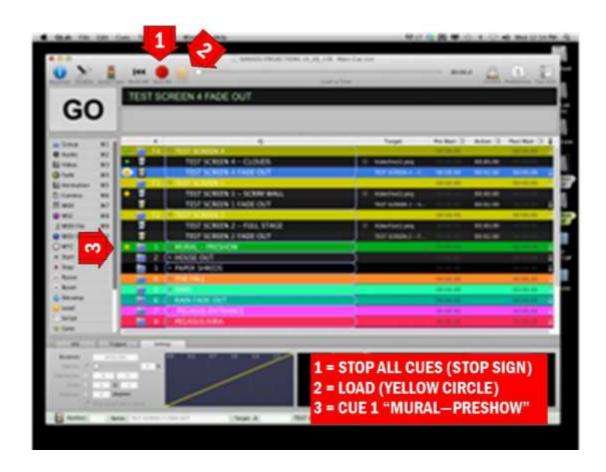
- (YOU HAVE THE SECOND 15 MINUTE WINDOW AFTER AUTOMATION SETS UP TO COMPLETE YOUR TESTING)
- (MAKE SURE THE STAGE IS DARK ENOUGH TO SEE YOUR TEST SCREENS)
- (COMMUNICATE WITH YOUR LIGHT BOARD OPERATOR AND WITH YOUR BACKSTAGE CREW PERSON TO GET THIS DONE IN A TIMELY MANNER)
- Use TEST CUES at the Top of the Xanadu QLab Session
- o TEST IMAGES should Match the Images in the Projection Binder
 - Ask Lindsay to be on Headset Backstage after you turn the BenQ Projectors ON
 - After Testing Screen 4 on the Clouds; put Your Headset ON and ask her to Bring in the Scrim Wall
 - Test Screen 1 on the Scrim Wall
 - Then, Test Screen 2 on the Entire Stage

5) TEST Cues 1 – 10 (SEE PROJECTIONS BINDER FOR VISUAL REFERENCES)

- Check that Each Cue Runs Properly
 - See Projection Binder for Visual References to Cues
- After you have tested CUE 1 6 on the Scrim Wall, put your Headset ON and ask Lindsay to Take Out the Scrim Wall
- o Then Test CUE 7-10 on the Clouds
- After Testing ALL of Your CUES, put your Headset ON and tell Lindsay you are FINISHED
 TESTING

6) GET READY FOR PRESHOW

- o PRESS "STOP ALL CUES" (Stop Sign on top of QLab Screen)
- o SELECT CUE 1 "MURAL PRESHOW"
- o PRESS "LOAD" (Yellow Circle at Top of QLab Screen)
 - A Yellow Circle should Appear Next to CUE 1 "MURAL PRESHOW"
 - (Highlighted in Green)
 - YOU ARE READY FOR TOP OF SHOW!!!



XANADU PROJECTIONS POST-SHOW CHECK LIST

1) QUIT QLab

- Press QLab at Top of Screen
- Select "Quit QLab"

2) SHUTDOWN Computer

- Press Finder at top of Screen
- Select "Shutdown"
- 3) Turn OFF Projectors (MAKE SURE BOTH BenQ Projectors Turn OFF)
 - o BenQ 1 (1st Beam) (SR)
 - (Use Remote) (should See a Red Light and Lens should be Dark)
 - BenQ 2 (1st Beam) (SL)
 - (Use Remote) (should See a Red Light and Lens should be Dark)
 - Mitsubishi (Booth)
 - (Should Turn OFF by Itself 5 Minutes After the Computer is Turned OFF)

• IMPORTANT:

- MAKE SURE THAT THE <u>LIGHT BOARD OPERATOR DOES NOT</u>
 SHUT DOWN THIER CONSOLE UNTIL <u>10 MINUTES AFTER THE</u>
 <u>MITSUBISHI PROJECTOR HAS TURNED OFF</u> IN ORDER TO
 GIVE IT ENOUGH TIME TO COOL DOWN.
- KEEP TRACK OF THE TIME AND LET THE LIGHT BOARD
 OPERATOR KNOW WHEN IT IS SAFE TO TURN OFF THE LIGHTING CONSOLE.
- 4) Make Sure the Table Light is OFF.
- 5) MAKE SURE ALL PROJECTORS ARE OFF BEFORE YOU LEAVE!!!
 - YOU SHOULD NOT SEE ANY BLUE LIGHT COMING FROM THE PROJECTORS.