

## *XANADU PROJECTIONS PRE-SHOW CHECK LIST*

### **1) Turn Computer ON**

- PRESS the POWER BUTTON on the Front of the Computer



### **2) If the QLab Session does not Load Automatically:**

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

*IF YOU HAVE ANY QUESTIONS OR CONCERNS, CONSULT THE PROJECTIONS BINDER FIRST.  
IF YOU CANNOT FIND THE ANSWER IN THE PROJECTIONS BINDER,  
CALL ILIA KEMBLE AT 909-762-7681.*

### 3) Turn Projectors ON

- BenQ 1 (1<sup>st</sup> Beam) (SR)
  - (Use Remote)
- BenQ 2 (1<sup>st</sup> 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



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**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
- 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
- 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

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## 6) GET READY FOR PRESHOW

- PRESS “STOP ALL CUES” (Stop Sign on top of QLab Screen)
- SELECT CUE 1 “MURAL - PRESHOW”
- 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!!!



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**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)**

- BenQ 1 (1<sup>st</sup> Beam) (SR)
  - (Use Remote) (should See a Red Light and Lens should be Dark)
- BenQ 2 (1<sup>st</sup> 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 LIGHT BOARD OPERATOR DOES NOT SHUT DOWN THIER CONSOLE UNTIL 10 MINUTES AFTER THE MITSUBISHI PROJECTOR HAS TURNED OFF 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.

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