

PERFORMANCE, DATE, AND TIME: _____

**Pre-show Lighting Checklist- Hallberg Theatre
"12 ANGRY JURORS"**

- ☐ PLUG Blue Ext. Cord into wall behind DS seating to turn on blue running lights under DS seating platform BEFORE going up to the BOOTH.
- ☐ Set Booth Running Lights to Run Mode Level (booth running light control fader is located on the front left wall next to the window).
- ☐ Turn on Running Lights via Stage Manager Console:
 - ☐ **HOUSE LIGHT PRESET 4 (ON) (Should set House Lights to 25%)**
 - ☐ **SNAPSHOT PRESET 4 (Running Light Buttons should be lit for: Booth Stairs and Corridor)**
- ☐ Walk through the space and Check that all Running Lights are ON.
- ☐ Make sure CURTAINS are ON SPIKE.
- ☐ Turn on Ion Lighting Control Console: Check that the correct show has been loaded "12 Angry Jurors Final Show."
- ☐ Do Channel Check: Press "1" "FULL" "MORE SK" "CHAN CHECK" "ENTER" "NEXT" (to move forward) "LAST" (to move back). When finished Press "CLEAR" "SNEAK" "ENTER" to release all captured channels on the board (there should be NO RED Captured Channels on the LEFT Console Screen)
- ☐ Go through Cues 1 through 16 and 52 through 64 by pressing, "GO." Make sure they are working properly. **CUE 4 is a HOUSE OUT!**
 - 1) Before going through cues - Announce stage is "Going Dark" and then TURN OFF WORKLIGHTS via Stage Manager Console.
 - 2) Make sure each cue is Complete (NO RED) before moving on to next cue.
 - 3) When finished with Cue Check Press "GO TO CUE" "OUT" "ENTER."
- ☐ Press the YELLOW LOCK next to the YELLOW up arrow to lock the menu before the show begins.
- ☐ Check that all the Headsets are Working and on the Correct Channels.
(Lighting, Stage Manager, Sound, Props, Costumes)
- ☐ Before House Opens and upon Stage Manager Instruction, Press "GO TO CUE" "2" "ENTER" and use the Stage Manager Console to set lights to Run Mode:

SHOULD BE IN CUE 2 - BEFORE HOUSE OPENS

For Run Mode, set the following to the **ON** position:

RUNNING LIGHTS: Booth Stairs, Corridor

WORK LIGHTS: Corridor

HOUSELIGHT PRESET: Preset 5

SNAPSHOT PRESET: Preset 4

Set the following to the **OFF** position:

WORK LIGHTS: Control Booth, Catwalks (Access, Works, Stairs), Storage

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**Post-show Lighting Checklist- Hallberg Theatre
“12 ANGRY JURORS”**

- ☐ After the House has Cleared and upon Stage Manager’s approval, use the Stage Manager Console to Turn Work Lights ON:

Set the following to the **ON** position:

WORK LIGHTS: Catwalks (Access, Works, Stairs), Storage

HOUSELIGHT PRESET: Preset 5

Set the following to the **OFF** position:

RUNNING LIGHTS: Control Booth, Stage, Booth Stairs, Corridor, Catwalks

SNAPSHOT PRESET: OFF

- ☐ Turn Booth Running Lights OFF (booth running light control fader is located on the front left wall next to the window).
- ☐ Turn OFF Ion Lighting Control Console: First Press “GO TO CUE” “OUT” “ENTER” (there should be NO RED Captured Channels on the LEFT Console Screen). Use the Mouse to Press the YELLOW LOCK to unlock the menu on the LEFT SCREEN then press the YELLOW UP ARROW on the LEFT SCREEN. Next, Select “POWER OFF CONSOLE” then Press “OK” (Console should begin powering off).
- ☐ Cover the Console.
- ☐ Be sure CATWALK WORK LIGHTS are ON.
- ☐ Secure the Booth.
- ☐ UNPLUG Blue Ext. Cord from wall behind DS seating to turn off blue running lights under DS seating platform. Walk through the space and Check that all Running Lights are OFF.

★ **At the end of each night**, remember to SHUT DOWN PROPERLY and leave the CATWALK WORK LIGHTS ON.