

PRODUCTION MANAGER SHOW PLOT

Thank you for stepping into the role of the Production Manager for the *Production Four Festival Performance Season for 2016*. This document in conjunction with the PM Folder (Located in Locker 042 in Z9- Level 1 - Code 211) and the assistance of the Heads of Department should allow you to complete the role. The season works with each group getting 1 hour to bump in, 30 minutes of show and 30 minutes of bump out with varying changeover times as per the production schedule. There are 5 performance per day. Should you have any concerns, please do not hesitate to contact me.

Chookas,
Dale.

MORING ARRIVAL AND POWERUP

Ensure space is clear and clean
 Turn on Fluros
 , liase with HODS to ensure system is powered up correctly
 obtain Wireless Comms Pack #1 from HOD Sound
 Ensure venue is isolated with Technical Servies
 Ensure Haze Machine is powered (add powercon)
 ensure systems have been checked (DBOs, Flash through, speaker check)
 place FOH warning Signage outside and power laptop
 ensure all company have signed in
 grab single flat from behind crossover and attach it to the masking wall via french brace and shot bag to the spiked position

DURING & BETWEEN SHOWS GENERAL

Remain at Stage Door and monitor hallway traffic, travel to FOH to check with Ushers.
 5 minute warning from Stage Manager; travel to FOH to prepare to open doors
 Upon Show Complete: Open Doors
 Between Change Over: Ensure Seating bank is clean and all seats are up.
 Spot the use of the Lifter in and out of the space
 supervise and assist with the transfer of items in and out of the space.

EVENING POWER DOWN AND VACATE

Ensure audiences have left the space
 Turn on Fluros once house is clear and commence bump out.
 If last show of evening, liase with HODS to ensure system is powered down
 Return Wireless Comms Pack #1 to HOD Sound to be placed on charge.
 Ensure Haze Machine is depowered (remove powercon) and advise venue that they are ok to de-isolate upon the clearing of atmosphere.
 obtain Red Bucket and Mop Head from cleaning store room 102 in Z9 Corridor , fill ¾ with warm-hot water and proceed to do a hot mop of the space.
 return the mop and bucket to the cleaners store
 ensure system has been powered down
 Bring in FOH warning Dolly and place under seating bank.
 ensure all company have vacated venue and signed out

Group One Specifics Details	
CHANGE OVER	<ul style="list-style-type: none"> • Ensure USOP Flat has been removed and stored US behind the Crossover, If not ask Head Electrician to Assist. • Ensure Doors remain closed as much as possible due to haze Isolation. • Ensure Stage Management has arrived in Production Corridor and have signed in.
HOUR CALL	<ul style="list-style-type: none"> • Ensure Stage Management and Operations Department have begun bump in. • Ensure tarkett is being layered
HALF HOUR CALL	<ul style="list-style-type: none"> • Go to Computer Under Seating Bank and Load Group's FOH Warning Slides from the Desktop and place in presentation mode. • Place USOP Flat back in spiked position, HLX to Assist.
20 MINUTE CALL	<ul style="list-style-type: none"> • Check on progress with Stage Manager to initiate doors opening. • Ensure FOH Ushers have arrived and brief them on the following; • No Food or Drink are permitted within the venue • Ensure they have tickets, reminding them that they are unallocated. • One Usher to remain at stairs for any patron wishing to depart • Ensure One Usher to remain at FOH for any latecomers
15 MINUTE CALL	<ul style="list-style-type: none"> • Upon clearance from Stage Manager, Open Doors
5 MINUTE CALL	<ul style="list-style-type: none"> • Update FOH on progress of patrons
DURING SHOW	<ul style="list-style-type: none"> • Standby at FOH and Production Corridor to assist with issues that arise
5 MINUTE WARNING	<ul style="list-style-type: none"> • Head to FOH in preparation to open doors.
END OF SHOW	<ul style="list-style-type: none"> • Upon Post Show Cue from Stage Management, Open FOH Doors and assist patrons with exit
BUMP OUT	<ul style="list-style-type: none"> • Once All Patrons have exited, turn on all four fluros at the FOH Doors. • Open Curtains at Stage Door for ease of access. • Remove USOP Flat for ease of access for changeover • Ensure Crew sign out upon exit.

Group Two Specifics Details	
CHANGE OVER	<ul style="list-style-type: none"> • Ensure USOP Flat has been removed and stored US behind the Crossover, If not ask Head Electrician to Assist. • Ensure Doors remain closed as much as possible due to haze Isolation. • Ensure Stage Management has arrived in Production Corridor and have signed in. • Locate SM58, stand and cable from US Xover and place in the DSPS Wing, patch into Z9-120-9-68 and test signal with HOD SND • Once plinths are in place in front of DS Masking place 1 Dell Monitor + IEC , 1 Black Magic SDI to HDMI & PSU, and One power board on each plinth. • Grab 15m SDI wire and run from PS HDMI/SDI Kit SDI Out to SDI In on the Kit on OP • Run the Blue SDI lead from Z9-120-9-75 into SDI In on the PS Input • Obtain MC50 Camera off charge from crossover and place on tripod in front of DSPS flat • run Secondary Blue SDI wire from Z9-120-5#25 to the Camera. • Plug in HDMI and Power to both monitors and Convertor kit.
HOUR CALL	<ul style="list-style-type: none"> • Ensure Stage Management and Operations Department have begun bump in.
HALF HOUR CALL	<ul style="list-style-type: none"> • Go to Computer Under Seating Bank and Load Group's FOH Warning Slides from the Desktop and place in presentation mode. • Place USOP Flat back in spiked position, HLX to Assist.
20 MINUTE CALL	<ul style="list-style-type: none"> • Check on progress with Stage Manager to initiate doors opening. • Ensure FOH Ushers have arrived and brief them on the following; • No Food or Drink are permitted within the venue • Ensure they have tickets, reminding them that they are unallocated. • One Usher to remain at stairs for any patron wishing to depart • Ensure One Usher to remain at FOH for any latecomers
15 MINUTE CALL	<ul style="list-style-type: none"> • Upon clearance from Stage Manager, Open Doors
5 MINUTE CALL	<ul style="list-style-type: none"> • Update FOH on progress of patrons
DURING SHOW	<ul style="list-style-type: none"> • Standby at FOH and Production Corridor to assist with issues that arise
5 MINUTE WARNING	<ul style="list-style-type: none"> • Head to FOH in preparation to open doors.
END OF SHOW	<ul style="list-style-type: none"> • Upon Post Show Cue from Stage Management, Open FOH Doors and assist patrons with exit
BUMP OUT	<ul style="list-style-type: none"> • Once All Patrons have exited, turn on all four fluros at the FOH Doors. • Open Curtains at Stage Door for ease of access. • Remove USOP Flat for ease of access for changeover • Assist HOD sound with Removal off all stage vision systems, rolling up all wires and system, placing behind the US X-over • Ensure Crew sign out upon exit.

Group Three Specifics Details	
CHANGE OVER	<ul style="list-style-type: none"> • Ensure USOP Flat has been removed and stored US behind the Crossover, If not ask Head Electrician to Assist. • Ensure Doors remain closed as much as possible due to haze Isolation. • Ensure Stage Management has arrived in Production Corridor and have signed in.
HOUR CALL	<ul style="list-style-type: none"> • Ensure Stage Management and Operations Department have begun bump in. • Assist Head of Sound with the setup of the Live Sound System • Patch in the SM58 on a tall stand into Z9-120-9-68 via a 10m XLR
HALF HOUR CALL	<ul style="list-style-type: none"> • Go to Computer Under Seating Bank and Load Group's FOH Warning Slides from the Desktop and place in presentation mode. • Place USOP Flat back in spiked position, HLX to Assist.
20 MINUTE CALL	<ul style="list-style-type: none"> • Check on progress with Stage Manager to initiate doors opening. • Ensure FOH Ushers have arrived and brief them on the following; • No Food or Drink are permitted within the venue • Ensure they have tickets, reminding them that they are unallocated. • One Usher to remain at stairs for any patron wishing to depart • Ensure One Usher to remain at FOH for any latecomers
15 MINUTE CALL	<ul style="list-style-type: none"> • Upon clearance from Stage Manager, Open Doors
5 MINUTE CALL	<ul style="list-style-type: none"> • Update FOH on progress of patrons
DURING SHOW	<ul style="list-style-type: none"> • Standby at FOH and Production Corridor to assist with issues that arise
5 MINUTE WARNING	<ul style="list-style-type: none"> • Head to FOH in preparation to open doors.
END OF SHOW	<ul style="list-style-type: none"> • Upon Post Show Cue from Stage Management, Open FOH Doors and assist patrons with exit
BUMP OUT	<ul style="list-style-type: none"> • Once All Patrons have exited, turn on all four fluros at the FOH Doors. • Open Curtains at Stage Door for ease of access. • Remove USOP Flat for ease of access for changeover • Ensure Crew sign out upon exit.
CHANGE OVER	<ul style="list-style-type: none"> • Ensure Group has signed out.

Group Four Specifics Details	
CHANGE OVER	<ul style="list-style-type: none"> • Ensure USOP Flat has been removed and stored US behind the Crossover, If not ask Head Electrician to Assist. • Ensure Doors remain closed as much as possible due to haze Isolation. • Ensure Stage Management has arrived in Production Corridor and have signed in.
HOUR CALL	<ul style="list-style-type: none"> • Ensure Stage Management and Operations Department have begun bump in. • Ensure Studio is Isolated
HALF HOUR CALL	<ul style="list-style-type: none"> • Go to Computer Under Seating Bank and Load Group's FOH Warning Slides from the Desktop and place in presentation mode. • Place USOP Flat back in spiked position, HLX to Assist.
20 MINUTE CALL	<ul style="list-style-type: none"> • Check on progress with Stage Manager to initiate doors opening. • Ensure FOH Ushers have arrived and brief them on the following; • No Food or Drink are permitted within the venue • Ensure they have tickets, reminding them that they are unallocated. • One Usher to remain at stairs for any patron wishing to depart • Ensure One Usher to remain at FOH for any latecomers
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DURING SHOW	<ul style="list-style-type: none"> • Standby at FOH and Production Corridor to assist with issues that arise
5 MINUTE WARNING	<ul style="list-style-type: none"> • Head to FOH in preparation to open doors.
END OF SHOW	<ul style="list-style-type: none"> • Upon Post Show Cue from Stage Management, Open FOH Doors and assist patrons with exit
BUMP OUT	<ul style="list-style-type: none"> • Once All Patrons have exited, turn on all four fluros at the FOH Doors. • Open Curtains at Stage Door for ease of access. • Remove USOP Flat for ease of access for changeover • Ensure Crew sign out upon exit.
CHANGE OVER	

Group Five Specifics Details	
CHANGE OVER	<ul style="list-style-type: none"> • Ensure USOP Flat has been removed and stored US behind the Crossover, If not ask Head Electrician to Assist. • Ensure Doors remain closed as much as possible due to haze Isolation. • Ensure Stage Management has arrived in Production Corridor and have signed in.
HOUR CALL	<ul style="list-style-type: none"> • Ensure Stage Management and Operations Department have begun bump in.
HALF HOUR CALL	<ul style="list-style-type: none"> • Go to Computer Under Seating Bank and Load Group's FOH Warning Slides from the Desktop and place in presentation mode. • Place USOP Flat back in spiked position, HLX to Assist.
20 MINUTE CALL	<ul style="list-style-type: none"> • Check on progress with Stage Manager to initiate doors opening. • Ensure FOH Ushers have arrived and brief them on the following; • No Food or Drink are permitted within the venue • Ensure they have tickets, reminding them that they are unallocated. • One Usher to remain at stairs for any patron wishing to depart • Ensure One Usher to remain at FOH for any latecomers
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DURING SHOW	<ul style="list-style-type: none"> • Standby at FOH and Production Corridor to assist with issues that arise
5 MINUTE WARNING	<ul style="list-style-type: none"> • Head to FOH in preparation to open doors.
END OF SHOW	<ul style="list-style-type: none"> • Upon Post Show Cue from Stage Management, Open FOH Doors and assist patrons with exit
BUMP OUT	<ul style="list-style-type: none"> • Once All Patrons have exited, turn on all four fluros at the FOH Doors. • Open Curtains at Stage Door for ease of access. • Remove USOP Flat for ease of access for changeover • Ensure Crew sign out upon exit.
CHANGE OVER	

Group Six Specifics Details	
CHANGE OVER	<ul style="list-style-type: none"> • Ensure USOP Flat has been removed and stored US behind the Crossover, If not ask Head Electrician to Assist. • Ensure Doors remain closed as much as possible due to haze Isolation. • Ensure Stage Management has arrived in Production Corridor and have signed in.
HOUR CALL	<ul style="list-style-type: none"> • Ensure Stage Management and Operations Department have begun bump in.
HALF HOUR CALL	<ul style="list-style-type: none"> • Go to Computer Under Seating Bank and Load Group's FOH Warning Slides from the Desktop and place in presentation mode. • Place USOP Flat back in spiked position, HLX to Assist.
20 MINUTE CALL	<ul style="list-style-type: none"> • Check on progress with Stage Manager to initiate doors opening. • Ensure FOH Ushers have arrived and brief them on the following; • No Food or Drink are permitted within the venue • Ensure they have tickets, reminding them that they are unallocated. • One Usher to remain at stairs for any patron wishing to depart • Ensure One Usher to remain at FOH for any latecomers
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DURING SHOW	<ul style="list-style-type: none"> • Standby at FOH and Production Corridor to assist with issues that arise
5 MINUTE WARNING	<ul style="list-style-type: none"> • Head to FOH in preparation to open doors.
END OF SHOW	<ul style="list-style-type: none"> • Upon Post Show Cue from Stage Management, Open FOH Doors and assist patrons with exit
BUMP OUT	<ul style="list-style-type: none"> • Once All Patrons have exited, turn on all four fluros at the FOH Doors. • Open Curtains at Stage Door for ease of access. • Remove USOP Flat for ease of access for changeover • Ensure Crew sign out upon exit.
CHANGE OVER	

Group Seven Specifics Details	
CHANGE OVER	<ul style="list-style-type: none"> • Ensure USOP Flat has been removed and stored US behind the Crossover, If not ask Head Electrician to Assist. • Ensure Doors remain closed as much as possible due to haze Isolation. • Ensure Stage Management has arrived in Production Corridor and have signed in.
HOUR CALL	<ul style="list-style-type: none"> • Ensure Stage Management and Operations Department have begun bump in.
HALF HOUR CALL	<ul style="list-style-type: none"> • Go to Computer Under Seating Bank and Load Group's FOH Warning Slides from the Desktop and place in presentation mode. • Place USOP Flat back in spiked position, HLX to Assist.
20 MINUTE CALL	<ul style="list-style-type: none"> • Check on progress with Stage Manager to initiate doors opening. • Ensure FOH Ushers have arrived and brief them on the following; • No Food or Drink are permitted within the venue • Ensure they have tickets, reminding them that they are unallocated. • One Usher to remain at stairs for any patron wishing to depart • Ensure One Usher to remain at FOH for any latecomers
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5 MINUTE WARNING	<ul style="list-style-type: none"> • Head to FOH in preparation to open doors.
END OF SHOW	<ul style="list-style-type: none"> • Upon Post Show Cue from Stage Management, Open FOH Doors and assist patrons with exit
BUMP OUT	<ul style="list-style-type: none"> • Once All Patrons have exited, turn on all four fluros at the FOH Doors. • Open Curtains at Stage Door for ease of access. • Remove USOP Flat for ease of access for changeover • Ensure Crew sign out upon exit.
CHANGE OVER	