

Crumbs From the Table of Joy
By Lynn Nottage
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Order of steps is pivotal to the set up and shut down of the performance!

Set Up

1. Stage Level Set up
 - a. Retrieve backstage Com, Bluetooth Speaker, Wireless Transmitter from Main Stage Booth
 - i. Com: In the Main Stage booth, on the short middle cabinet is the A2 supplies. On top of the cabinet, locate the red plastic 6 slot bin. In the bin should be 4 wireless coms with 4 connected headsets. In the back right corner, closest to the glass closet, on the second shelf from top, are the batteries to the Com. Pull four batteries with corresponding green lights to indicate that the battery is fully charged. Place batteries inside the wireless com in the red bin. Be mindful you are putting the battery in the right direction. Power on the Com. You should hear a woman's automotive voice through the headset saying "Power on beltpack ###..." This indicates the pack is on and ready for use.
 - ii. Bluetooth Speaker: In the Main Stage booth, under the black desk that stretches the majority of the wall, under the window, is a JBL Charge 3 Bluetooth speaker. Unplug it from the charging cord and place it in the plastic red bin with the battery wireless com completed in step 1ai above.
 - iii. Wireless Transmitter: In the Main Stage booth, collect the wireless transmitter from the bottom shelf of the charging station immediately to the left of the door to enter the booth. It is the pack with the auxiliary cord coming out of the top, and the label on the front says "Crumbs". The top of the wireless transmitter has a rolling turner, under the turner on the front face of the transmitter is a picture to show how to turn the volume all the way up. Roll the turner all the way in the direction to bring the volume all the way up. The screen should illuminate, if it does not, call either of the phone numbers from page 1. Place this transmitter in the plastic red bin

with the battered wireless com from 1ai and the bluetooth speaker from 1aii.

- b. Is tonight's performance being filmed? ASK THE SM!
 - i. No: Continue to step C
 - ii. Yes: Battery Wireless Mics: In the Main Stage booth, locate the 6 wireless mics inside the shoe rack hung over the chair closest to the glass room at the back of the booth. Make sure all mics are present, (Ernestine, Ermina, Godfrey, Lily, Gerte, Spare) with attached wires. If one is missing, call the phone numbers from page 1. Battery these packs by locating the wireless mic batteries from the same shelving unit from step 1ai. This time, the batteries from this pack are on the top shelf in long rows of two. Collect 6 batteries that have a green light indicating they are fully charged and ready for use. Avoid all batteries lighting in the color Yellow or Red. Place one battery in each pack and you should see the screen turn on immediately. If the screen does not turn on, try flipping the switch at the top of the pack between the antenna and the wire element. If the screen still does not turn on, try another battery. If this also fails, call one of the phone numbers from page 1. Complete step ci and di.
 - c. Bring Red Bin Backstage and set up
 - i. The red bin contains the 4 wireless com and headsets attached, the bluetooth speaker, and the wireless transmitter. Place the bin with the headsets and com on the backstage prop table with the grid on it. Remove the wireless transmitter with the auxiliary cord connected and the bluetooth speaker. Plug the auxiliary cord into the bluetooth speaker and power it on. Place the speaker in an angled position at the bottom left corner closest to the entrance screen, furthest from the embedded cords, inside the rolling radio set piece. If you cannot find the set piece, ask the SM. Place the transmitter in the furthest corner from the wires already inside the radio.
 - d. If we ARE recording, move the wireless mics to backstage.
 - i. In the Main Stage booth, Collect *Skin Prep* and *Mic Tape* from the drawer organizer from the top of the short A2 cabinet where the red bin was located from 1ai. Place 1 Skin Prep pack in each pouch containing a wireless mic. Place the Mic Tape in the pouch closest to the spare.
 - ii. Take the entire shoe rack holder backstage and hang on the hangers that are poking out of the wardrobe lockers nearest the men's dressing room, men's bathroom, and the costume shop.
2. Shubert Booth Set Up
- a. Enter the Shubert Booth through the lighting loft in the main stage. If you need help finding it, ask the SM. Start up the monitor closest to the mixer by clicking

the power button on the bottom right of the monitor. If the computer asks for a log in: Click Log In on the dialogue box. Enter the Username: student , and the Password: student . If the dialogue box does not appear for you to select the *Shubert PC*, Hit the *Print Screen* key on the keyboard, and select *Shubert PC*. If not already open, open the NWare Kiosk logo icon in the Taskbar software by clicking the  symbol at the bottom of the screen. In the Main Page, unmute the 5 red Xs by clicking them until none are red. Next, hit the Print Screen key on the keyboard and switch to “Shubert Mac 2018”.

- b. If Crumbs QLab file is already open skip to step 2c. To open the QLab file, open the SARHFOX flash drive in the finder, open the file named “*Crumbs101321_Final_WithB*”
- c. When the file is opened, click to highlight the first cue “Speaker Check”, click “L” on the keyboard to load the cue, fire the cue by hitting the spacebar. Ensure that you can hear the entire song cycling through all the speakers, ending with the subs. Once this cue is completed, fire the following cue to fade out the speaker check.
- d. On the mixer to the left of your screen, unmute by hitting the grey button “ON” to make it turn reddish/orange above the following fader bays channel 11, 12, 13, 14, 15, 16, 17 named “*Choir Mi, Floor L, Floor R, DSHL SHO, USHR SHO, DSHR SHO, USHR SHO*”
- e. Get on headset located just to the right of the computer monitor, and prep to be on standby for firing cue 0 “*Funderal Amb. Preshow*”

Shut Down

1. Wait until you get the G-O from the SM to proceed with the shut down sequence.
2. Mute the House Microphones
 - a. On the mixer to the left of your screen, mute the same fader bays from 2d by clicking the “ON” button which should make all the colors illuminating the button, turn off
 - b. On the computer, hit the escape button “*ESC*” on the keyboard twice to make sure nothing is running in the background.
 - c. Hit *Print Screen* on the keyboard and move over to *Shubert PC*. Mute the same 5 Xs from 2a, making them all turn red.
 - d. Power down the monitor by clicking the button on the bottom right of the screen.
3. Collect the backstage Com, wireless transmitter, and bluetooth speaker
 - a. At the radio set piece from step 1ci, remove the JBL Bluetooth speaker and the connected transmitter, power off the speaker and scroll the rolling thunder at the top of the transmitter all the way to its opposite side, until it is turned off and the screen no longer illuminates. Disconnect the transmitter from the speaker and place both the speaker and the transmitter in the red bin on the prop table backstage from step 1ci. Wait for the backstage to get their coms to the bin, do not remove the red bin until all 4 have been returned. Once you have received all four, place the JBL Bluetooth speaker and the wireless transmitter in the bin with the wireless com.
 - b. Return to the Main Stage Booth, place the transmitter with the auxiliary cord back in its charging station next to the entrance door of the booth. Place it in correctly so it faces the same direction as all the other transmitters and the red light at the top of the transmitter illuminates to indicate it is charging.
 - c. Place the headset bin back on the short A2 cabinet in the middle of the booth. Take out all batteries and place them in their chargers station. Be careful to place them in correctly, if placed incorrectly the battery will not charge. Wait until the red light illuminates in the corresponding charging station to indicate the battery is charging.
 - d. Take the JBL Bluetooth speaker and plug it into its charger under the desk. Make sure the white light dots at the base of the speaker illuminate when plugged in to indicate charging.
 - e. Grab Alcohol wipes from the drawer organizer on top of the A2 cabinet and disinfect the wireless com and headsets that were used backstage, place back in the red bin.
4. Was tonight's performance recorded?
 - a. No: proceed to step 6
 - b. Yes: Proceed to step 5

5. Collect the wireless mics
 - a. Go backstage to where you hung the wireless mics by the costume shop. Wait until all the actors have returned their microphones. Do not remove the shoe rack until all 7 mics have been returned.
 - b. Once all mics have been returned, bring the shoe rack with the mics back to the Main Stage Booth. Remove the batteries from all the packs and place them in their respective charging stations. Make sure the batteries are placed correctly. Wait for the red light to illuminate to indicate the battery is charging.
6. Collect all personal items from the Light Loft/ Shubert Booth and the Main Stage booth
7. Turn off the lights in the Main Stage booth and close the door all the way.

Questions / Concerns

Crumbs From the Table of Joy Contact List

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