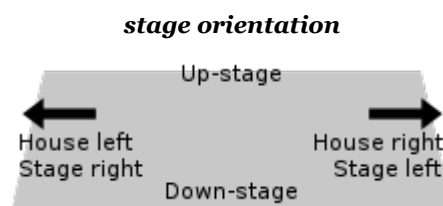


Galiano Community Hall

Tech Handbook



Lighting and Switches

Stage

See enclosed diagrams.

Basic stage work lights are switched on the wall cluster of plugs and switches behind the stage panels at house left.

Theatre Lighting

The fader assembly for the lights is owned by the Galiano Players, so if you want to be able to fade lights in and out you'll have to contact them.

The stage spots are controlled in three places: 1) by on-off switches, 2) by a plug assembly in the ceiling, and 3) through the light controller assembly in the bar area.

1. Turn the lights on using the two switches on the wall at house left/stage right.
2. Choose what combination of colours you want to be lit by changing the ceiling plugs (see diagram).
3. If you have access to the Galiano Players' lighting controller, you will make the proper connections in the bar and control the lighting from there. We can't cover the full use of the lighting system here, it's too complicated and you need to be trained in its use by the theatre folks who own it! In other words, if you aren't already using this part of the lighting, don't look for information here.

Main Floor

The lighting for the main room is controlled by the bank of switches by the front door. Since this is track lighting, by proper planning you can enhance lighting for the stage.

Turn off the bank of lights nearest the stage (at least) if you are using the projector.

There are panels to black out the windows stored in the dressing room, to the right of the door just as you walk in.

Power Outlets

Stage

There are ONLY SIX plugs for use on the stage! This is an old building.

There is one outlet at stage left/house right next to the curtain near the floor, with two plugs.

There are another two outlets (four plugs) with all the light switches at stage right/house left. These outlets are easily knocked out so be careful.

There are several extension cords and a couple of power bars in the tech closet.

How much can you power with these outlets? We have powered all of our performance equipment, including both the P.A. amp and the self-powered speakers, plus four moderate sized guitar amps and recording equipment off of these plugs, but we consider that that was pushing the limits of our circuits!

Main Hall

There is only one easily accessible outlet in the main room, on the wall by the emergency exit.

In a pinch you might be able to use the outlet in the bar area.

PLEASE MAKE SURE THAT ANY CABLES OR CORDS YOU RUN ACROSS A FLOOR ARE WELL TAPED-DOWN.

Public Address System

Amplifier

Peavey XR-400B Mixer Amplifier (4 channels, mono, 100W RMS, XLR/phono inputs, equalizer). A instruction manual for this amp is attached.

Location

The P.A. system uses the amplifier up stage (at the back of the stage), on a covered shelf along the wall with all the light switches. Sometimes it's hard to reach if one of the stage panels is in the way, but they're on a track and relatively easy to move. It may have a door covering it that you need to lift and prop up.

Connection

You will need one XLR cable per microphone. XLR cables have round jacks and plugs with three prongs. The cables are kept in the tech room, if there isn't one on top of the amplifier.

Make sure the power to the amp is OFF. The power switch is the metal toggle on the back of the amp, and off is in the centre position.

Plug one end into the microphone and the other end into a channel on the front of the amp. Channel one is fine. Make sure that the connection is secure; you may hear a click. To disconnect a cable, there is a release button on the plug.

Pull cables out by the plug, NOT the wire part of the cable.

Operation

1. Turn the GAIN, EFFECTS and MONITOR levels of the channel you are plugged into to zero. Turn the MASTER MONITOR and OUTPUT levels to zero.

It is a good idea to turn the equalization settings to zero as well when starting

out.

Turn on the power---either side, left or right, will do; they're the same.

Set MASTER MONITOR and OUTPUT levels up to about 3.

Set the channel MONITOR level up to about 3 to 5.

Slowly bring up the GAIN on the channel until your microphone testing produces a sound. Once you have confirmed that the mic is working, you can adjust the various settings to get an optimum level for the microphone in the location that it will be used. *Note that you should ensure the mic is turned on!*

These settings are suggestions only; read the manual for proper operation.

Note that if you want to hook up equipment other than microphones to this amp, you will have to ensure that you are able to use either XLR or 1/4" phono jacks.

Microphones

There are four microphones that you can use, plus stands. They are located in the tech closet, if there is not one already stored on top of the amplifier. Please use the stands to store the mics, even if you plan on using them hand-held.

Some of the mics have an on switch. They do not need batteries.

The microphones all use XLR cables.

Speakers

The speakers for the P.A. system are on the shelves at the very front of the stage. If all your other settings seem fine but you get no sound, they may be unplugged; check the back of the amplifier and *ensure that the ceiling jacks above each speaker have the speaker plugged into the jacks closest to the stage.*

These speakers are heavy! If you have to move them, use a ladder and a second person to help you.

Audio System in Bar Area

Speaker connections

On the amp: A = stage speakers, B = back of hall. You can drive all four speakers at once, but not very loudly, please, you can blow the speakers by distorting the power.

Amplifier Settings

Radio

The radio doesn't get good reception.

CD's

Make sure that the amp is switched to CD and that the tape monitor button is off.

Connecting your own music source

If you want to hook up your own music source, such as an MP3 player or a laptop, you will need your own cables with RCA plugs on one end. Use the AUX or TAPE inputs. Be careful turning the amp around, the whole thing is a bit precarious!

CD Player

The CD player is pretty standard, though it's a multi-disc player and has shuffle settings that you may want to make sure are turned off.

Troubleshooting

Many of the speaker connections get abused and can be weak.

Basic rule of troubleshooting: follow the signal path, check your cables, check all your connections, check power, check switches, check equipment, check your levels.

Hall Speakers

Back of Hall

These speakers are only driven by the amp in the bar room.

Stage P.A.

These speakers can be driven by either the P.A. amp on the stage or the ambient music system in the bar area. The jacks in the ceiling above each speaker connect them to either amp: hall-side jack leads to the bar area, stage-side jack to stage.

Self-powered Proel Smart Plus Speakers with stands

These speakers are for use by trained personnel only. They have built-in amplifiers and adjustable stands, and require either XLR or Phono inputs. They are meant to be used with the mixing board, and are stored in the tech closet.

Performances

For live stage acts, there is a mixing board, a set of competent self-powered speakers, four microphones (two of them are quite good) with stands, a number of extension power cords, and numerous cables. A complete list is available on our website: <http://galianoclub.org/equipment-list>

You must have authorization from the Galiano Club Board and adequate training to use this equipment.

Some Tips

- We do not have stage monitors, but in a pinch the P.A. amp and speakers can be run off the control room output on the board to get an adequate mix for monitoring.

Bring your own headphones.

Projector

The projector is kept in the small green suitcase in the tech closet. This case is not very well padded, so be gentle. There is a manual and several cables in the case.

Basic operation

The most expensive component is the bulb. Take care of it. Use the soft power key to turn off the bulb but keep the fan running to cool it off. Don't move the projector until the bulb is cool, about five minutes.

Adjust the angle of the projector using the button near the front/bottom to extend the foot.

Make your connections, then turn the projector on using the 'hard' power switch on the side.

Use the buttons on top of the projector or the remote control (more sensitive pointing at the front of the projector) to turn on the 'soft' power and make adjustments to keystone, resolution, colour, brightness, etc. READ THE MANUAL for info about these settings.

Focus and zoom using the adjustment rings on the lens.

When you are finished, turn off the bulb but let the fan run for five minutes.

Tips

- Try to get the projector the right distance, rather than relying on the zoom.

Black out windows if you're screening during the day. Blackout panels are stored in a bin in the Theatre dressing room off the side of the stage. Adjust the curtains on the stage to limit light scatter.

Packing it up and storing it

Please make sure all the cables and manual go back in the case. The cardboard insert helps ensure the projector doesn't move around too much in the case.

Make sure to cool the bulb off before moving the projector.

Connections

Computer

You will need the proper cables, which can vary depending on your machine. The projector has a VGA and s-video cable in the case, but no DVI or HDMI cables. Many laptops have a proprietary connector for video out, you'll have to bring that yourself. You can connect by VGA, S-Video, or composite (RCA cables).

Once your computer is connected you may have to make adjustments to both your computer's display output and the input settings on the projector. There are too many complex variations to cover here, and sometimes it's difficult to get them right, but usually it just works when connected via VGA.

Camera

Video and still cameras can be connected by either the S-Video or composite jacks. Make sure that if your camera has a special video out connector (e.g. many modern Sonys) that you bring that cable.

Audio

Hooking up the audio for showing videos is just a bit tricky for now, sorry. You have a few options:

Run audio cables from your camera or computer to the P.A. amplifier. This setup is mono only, and will require that you have cables that adapt from your output (usually 1/8" mini-jack or RCA) to phono plugs.

Run RCA cables to the amplifier in the bar room. You will have to use the two 25-foot RCA cables plus adapter jacks kept in the tech closet, plus careful gaffer taping to the floor or running the cables up to the ceiling.

Connect your sound source to a portable boom box with inputs.

Screens

There are two projection screens: a large one up-stage and a small portable on a stand that is kept in the storage room by the tech closet.

The large stage screen is rolled up using a pulley system and tied up using a cleat up-stage near the emergency exit and bathroom. Be careful to roll and unroll this screen slowly! Do NOT let the screen strike the floor, it will mark

and damage both the floor and roller.

Please ensure that the screen is properly and securely fastened for safety.

Tech Support for Performances

The equipment for live musical performances is complex and delicate enough that only trained personnel authorized by the Galiano Club Board of Directors can operate it.

The Bookings Coordinator for the Hall and the Board's Technical Committee spokesperson will have a current list of personnel able to provide sound technician services. We do not guarantee availability, nor do we employ any technicians. Organisers of a performance are responsible for contacting and securing adequate sound technician support. If you provide your own sound technician and wish to rent our live performance equipment, the Tech Committee must approve of your choice first.

Please arrange to have a volunteer open the tech cupboard and provide orientation to your technician for set up.

We suggest a minimum honourarium of \$75 or equivalent for sound technicians supporting your performances.

Each performance will have unique requirements. Generally, microphones and instruments will be patched in to the mixing board and then output to the self-powered speakers. Performers will often bring some of their own gear which can be incorporated into the mix.

The Hall has excellent acoustics and the speakers provided will be loud enough for almost any application. Sound check should take into account that the Hall is brighter sounding without chairs, tables, and a full audience.

Allow at least 1.5 hours for setup and sound check, and often more for complex arrangements. Striking the stage usually takes about 45 minutes.

Thanks for taking care of our community resource... and check our website at <http://galianoclub.org> for more information.