

Lights

1. Be familiar with the lighting safety sheets, found at http://www.colby.edu/theater/information sheets/lighting_production.pdf
2. Lights are different in each space.
 - a. Cellar
 - i. Review fire safety codes for the Cellar before starting your design. <http://www.colby.edu/personal/j/jdervin/Cellar/FireSafety-Cellar.pdf>
 - ii. Review the light plot on the Theater and Dance Department website to see where all the lights start and where they must be returned to. http://www.colby.edu/personal/j/jdervin/Cellar/Cellar_Plot.pdf
 - iii. Set up a meeting with John Ervin to go over the rules of the cellar.
 1. No lights may be used until this meeting has occurred.
 2. All emails with John should be cced to the Director, the Production Manager, and the President.
 - iv. Design your own light plot.
 1. Figure out where the lights should be based on the configuration of the cellar.
 2. Chose gels (typically half blue, half amber).
 - v. If you plan to use the manual 24-Channel Board down in the cellar to operate lights, there is a run sheet that may be used. http://www.colby.edu/personal/j/jdervin/Forms/Light_Cue_Sheet%28Cellar%29.pdf
 - vi. Plug the lights into the nearest ceiling outlet and record the number outlet for each light.
 - vii. Backstage (with the costumes), there are several boxes and many plugs; each plug has a number that corresponds to an outlet where a light is plugged in (circuit number). Plug each circuit into a dimmer (right next to the plugs) whose number corresponds with how you want to set up the board.
 - b. Strider
 - i. Meet with John Ervin to discuss use of the light board.
 - ii. It is best to have completed a course with Jim Thurston on the operation of this board before designing a show in Strider because it is a very expensive piece of equipment.
 - iii. If you have not had experience, make sure to get in touch with the Production Manager and have him/her put you in touch with someone who has.
 - iv. Look at the rep plot before discussing with John to see what lights are available for use: <http://www.colby.edu/>

[personal/j/jdervin/ShowInfo/StriderTechPack/4-Strider Rep Plot %28print on 24x36%29.pdf](http://www.colby.edu/personal/j/jdervin/ShowInfo/StriderTechPack/4-Strider%20Rep%20Plot%28print%20on%2024x36%29.pdf)

- c. Alternative Spaces
 - i. Lights may be available (Millet House, Opera House).
 - ii. Lights may not be available (Page, LoPo. Given, Foss, Arey 001).
 1. If you plan to borrow lights and equipment from the department, make sure to submit a request at least two weeks in advance.
 - a. Fill out the proper paperwork.
 - b. The deposit for renting light equipment is \$40, which will be returned if none of the equipment is damaged.
 - c. The paperwork for ordering is at http://www.colby.edu/personal/j/jdervin/Forms/Shop_Order-Lights.pdf
 - d. Inventory and cables can be found at <http://www.colby.edu/personal/j/jdervin/Inventories/Lighting-condensed.pdf> and <http://www.colby.edu/personal/j/jdervin/Inventories/Cable.pdf>
3. Strike
 - a. Strider
 - i. Discuss with John how he wants you to proceed.
 - b. Cellar
 - i. Return to the rep plot.
 - ii. Strike any gels and return them and the frame to the lighting booth.
 - iii. Coil any extension cables and return them to the shop.
 - iv. Turn off the lighting board.
 - v. Unplug all of the dimmer boxes and drape cables in their proper locations.
 - vi. Make sure that all Fresnel lighting fixtures are pointed straight downward with their C-clamp facing the correct way.
 - vii. Make sure all safety cables are properly wrapped on the batten so that the lighting fixtures will not fall.
 - c. Alt. Space
 - i. Set up a time with John to get the equipment back.
 - ii. He may let you bring it to the cellar during strike for his inspection later.
 - iii. Make sure that all extension cables are properly coiled.
 - iv. Make sure that there has been no damage to equipment.
4. Post-Strike
 - a. Check in with John to make sure that everything is in order and reclaim the deposit.