

## HESWALL HALL THEATRE LIGHTING AND AUDIO VISUAL

### CHECKLIST

- Any Theatre Lighting or Audio-Visual equipment in the Theatre space which is the property of Heswall Hall Community Trust (HHCT) or its Associates must be left in the same condition at Get-Out as found by the Hirer at Get-In.
- It would be helpful for the running of the Hall that, should the Hirer find that any Hall equipment is damaged, faulty, any constituent parts are missing or that parts have been substituted, the Hirer could notify the Hall Manager or a representative of HHCT as soon as possible.
- Only those permitted by the Hall Manager are authorised to open the lower Audio Rack Compartment (DSR) and change any settings or connections.
- Failed Lantern Lamps must be left in place and reported to the relevant HHCT Theatre Technician or Hall Manager for further action as soon as possible.
- Any Rechargeable Equipment brought in by the Hirer must not be left on charge without supervision or overnight.
- No containers of any liquid are allowed on or near electrical equipment anywhere in Heswall Hall.

#### Every night

Has all Electrical Equipment been turned off

Are all Radio Mics switched off

Is the Audio Rack Mains Switch turned off

Is the Lighting Desk switched off at the wall

Have the Dimmers been switched off

#### Get-Out

Are the settings in the Top Audio Cabinet in the default positions and the Mics tested

Has the stage/dressing room Communications System been returned to default

Has the speaker system in the Dressing Rooms been switched off

Have all Lanterns been returned to Default positions and tested

Has all ancillary gear, such as Filters, Frames and Safety Bonds, been returned to original locations

Is the Leapfrog Lighting Desk back in the Control Room

Have the settings of the Lighting Desk been returned to default state and tested

Is the Lighting Desk turned off at the wall

Are the Dimmers switched off