

STILL *life*

**Back Of House
Guide**



This document was created intending to give any employee of Still Life clear instruction on the tech operations of 1041 Abbot Kinney. It also embeds a back up plan for the back up plan.

Whether for a technical emergency or stepping

If you are stepping up a layer in redundancy (a backup), familiarise yourself with this document before the event. Start with the set-up components, they'll show you how everything should look turned on. This will also enforce the set-up checklist if testing fails. Then move to SNAFU's so there is a clear idea of what to do.

FOH of house set up/emergency:

- Bre/Tori

Backup

- Bre/Tori

Backup for Backup

-

BOH of house set up/emergency

- Henry

Backup

- Jim

Backup for Backup

NASA got us to the moon using triple redundancy.

We doing this NASA style.

Still Life is not a meditation studio...

We go to f*cking space. And we mean it.

Value #5: Prove it with Action.

Values drive behavior; words do not. It is our actions that define our intentions. Please do not tell us who you believe you are. Show us.



I. Set-up Components

- I. Window Blinds
- II. HP PC
- III. Mac Mini + HP Monitor
- IV. Mixing Deck
- V. Stream Deck
- VI. Spare Speakers + iPod
- VII. Floor Campfire Lights
- VIII. Fuse Box

II. Pre-Event Set-Up Checklists

- I. Monthly
- II. 24 Hours
- III. Day of
 - I. Expanded
 - II. Compressed

III. Troubleshooting

- I. Audio
 - I. Video walk-through on
- II. Lighting
- III. Stream Deck
- IV. Network
- V. Video walkthroughs
 - I. <https://drive.google.com/drive/folders/1U7eAtrPQ0PN8Ton1uo-zgm-RYLOkOp5Q>

IV. SNAFU

- I. Power Cut
- II. HP Lighting Laptop Not Turning On
- III. Stream Deck Down: No Cues Working
- IV. Mixing Deck Down: No Lights On Deck
- V. HP Laptop Down
- VI. Mac Mini Down
- VII. Speakers Down
- VIII. Projection but no blind movement
- IX. Blind movement but no Projection



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I. Set-Up Components



I. Blind Numbering

- One for Blackout, one for day shades
- The numbers on the blinds below correspond to the buttons on the remote
 - 1 starts to the left of the whiteboard and the ordering is clockwise around the room



II. Blind Charging

- If the light is on the blind is red, blind needs to charge over night
- There is a female plug on the top left of each blind (see red circle, ->)
- Insert male plug into this to charge overnight (->)
- This is located in the conference room cabinet



III. Remotes

- There are two remotes for the blinds: one operates the blackout shades, the other operates the day shades
- These are located on the wall mount in the conference room above the lightswitch
- The back of the blackout shade is labeled with a “B” (see picture on following page)
- Ensure the blue light is on beside whichever window blind you want to lower



III.



Purpose: Run lighting

Software: HOG 4

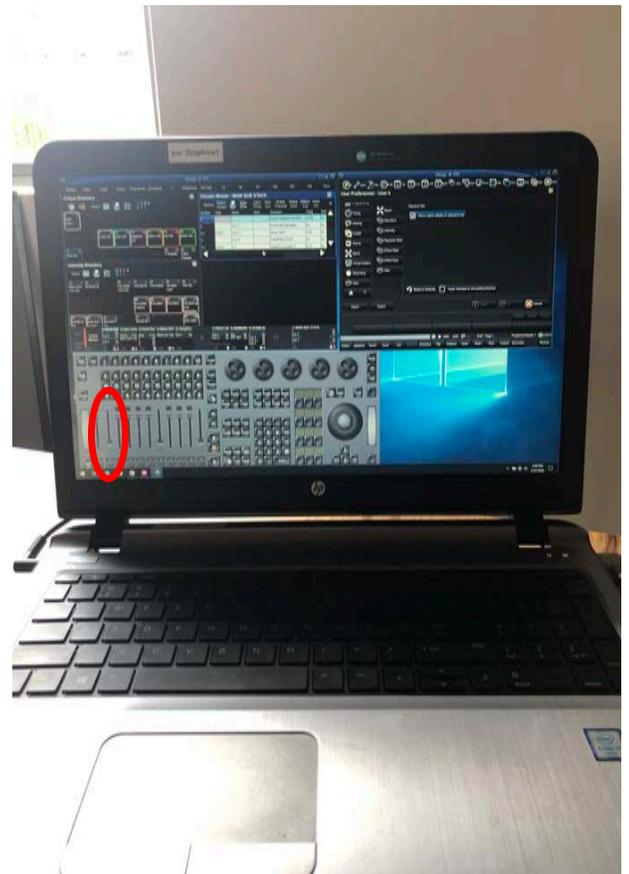
Run From: PC

Turning it on: press power switch

Password: Graphics1

I. Loading HOG 4 (should be on by default)

- Found on desktop > right click > run as administration
- Fade Master 1 up if you want lights on (red circle, fader up to top)
- Blue light on “1 button” on (above red circle)

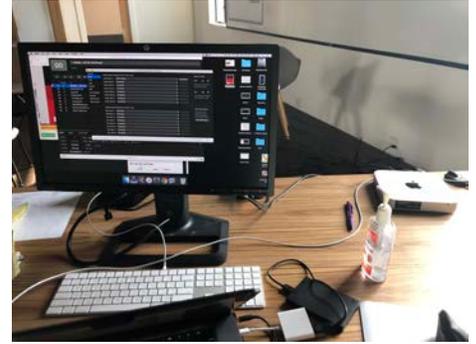


Purpose: drive stream deck (cue sound/audio/projection)

Software: Companion & QLab

Run From: Mac Mini

Password: no password, just press “enter”



Turning it on:

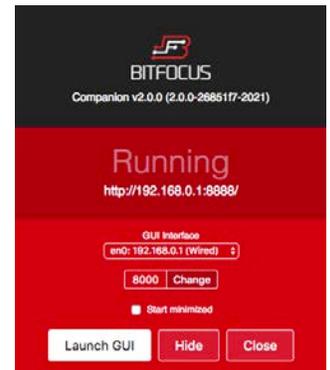
- Press on button on back of Mac Mini
- Turn on HP monitor
- Password: no pw just press enter

Check Volume

- Mac Mini > System Preferences > Output Volume at 13% (between 1st and 2nd Volume Bar at the top set to

I. Loading Companion (Sound/Light/Projection) (should be on by default)

- I. Dockbar
- II. Change interface to en0: 192.168.0.1 (wired)
- III. Launch GUI



II. Loading Qlab (Sound) (should be on by default)

- I. Dockbar
- II. Check Audio
 - I. window > workspace settings (command + ,) > audio > Audio Patch 1 set to build in device



Purpose: control sound output

Software: Companion & QLab

Run From: Mac Mini

Password: no password, just press “enter”

Turning it on:

- Press on button on back of Mac Mini
- Turn on HP monitor
- Password: no pw just press enter

I. Turning on sound (should be on by default)

- I. Far left faders are up and on button is lit
- II. Far right fader is up and on button is lit



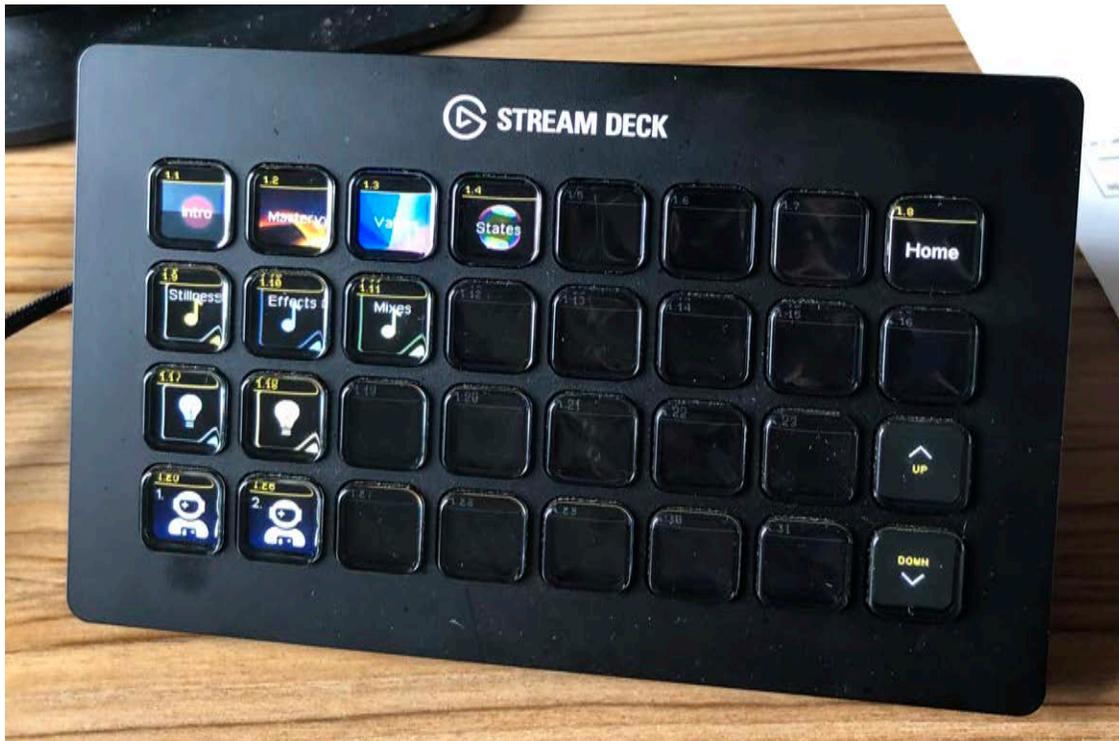
Purpose: cue network

Software: Companion & Qlab & Watchout

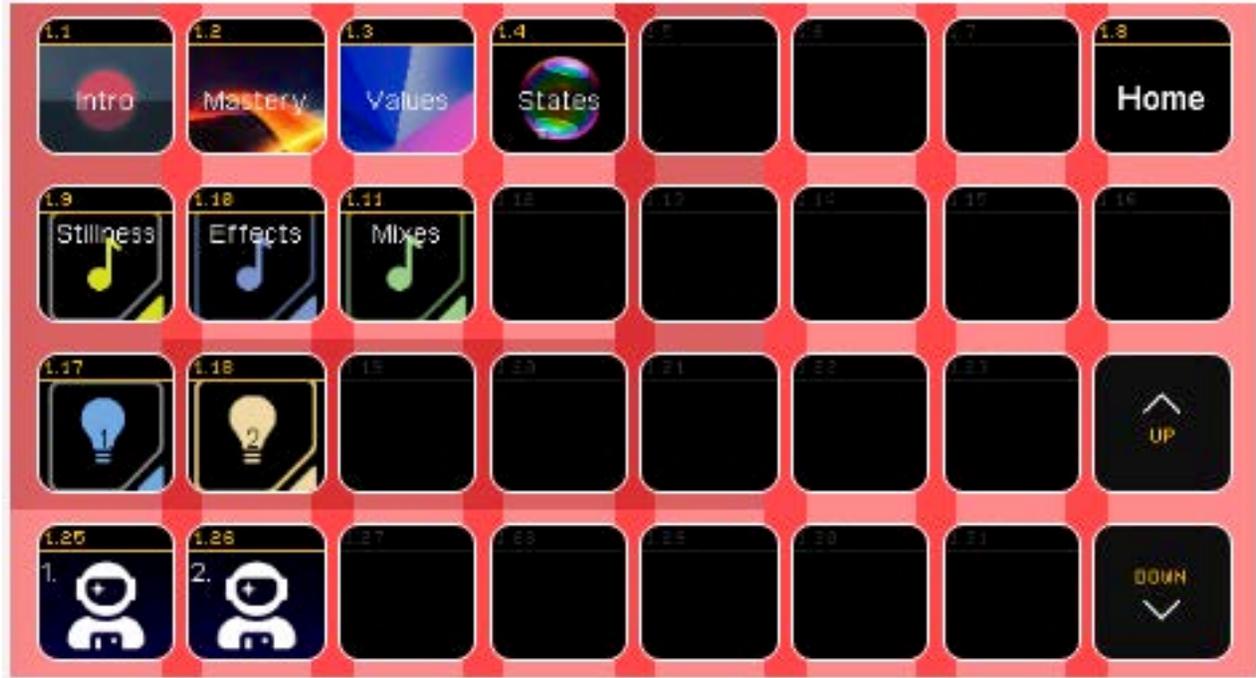
Run From: Mac Mini

I. Turning on Stream Deck (should be on by default)

- I. Plug & play



Each page has a home button: home will take you to the home page
Along the top row are your session types (intro to Stillness)



General organisation of rows:

- Row 1: Sound cues
- Row 2: Sound effects
- Row 3: Lighting
- Row 4: Projection



Purpose: 2nd layer of audio redundancy

Software: Companion & QLab

Run From: iPod

Password: no passcode

Turning it on:



Purpose: 3rd layer of audio redundancy

Software: iTunes

Run From: Henry's iPhone/macbook/harddrive

Located: Conference room cabinet

Password: no passcode

Turning it on: press and hold top button

- Connect to Bluetooth pressing and holding small circular button until searching *dum dum dum dum* x3 noise is heard
- Locate on device



I.VIII Floor Campfire Lights

P.14

Purpose: 2nd layer of lighting redundancy

Software: Companion & QLab

Run From: iPod

Password: no passcode

Turning it on:

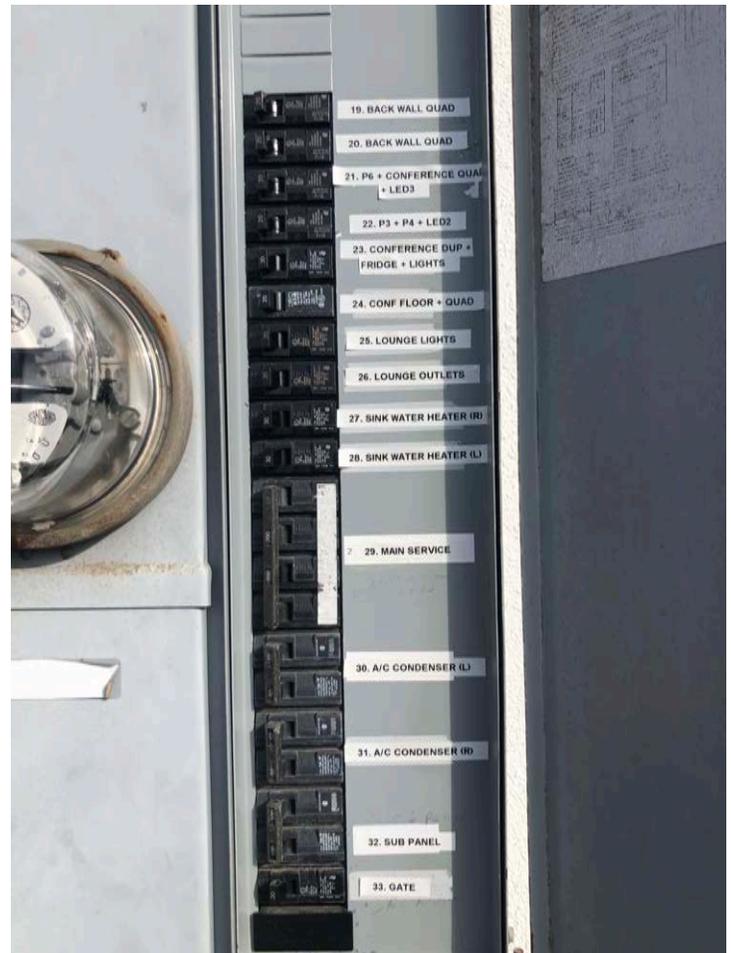


Purpose:

Fuses 1-18 located on stage wall outside AV closet

- Fuse 9 switched off for exit sign above back door to be off

Fuses 19-33 located outside of building on stage wall in metal box



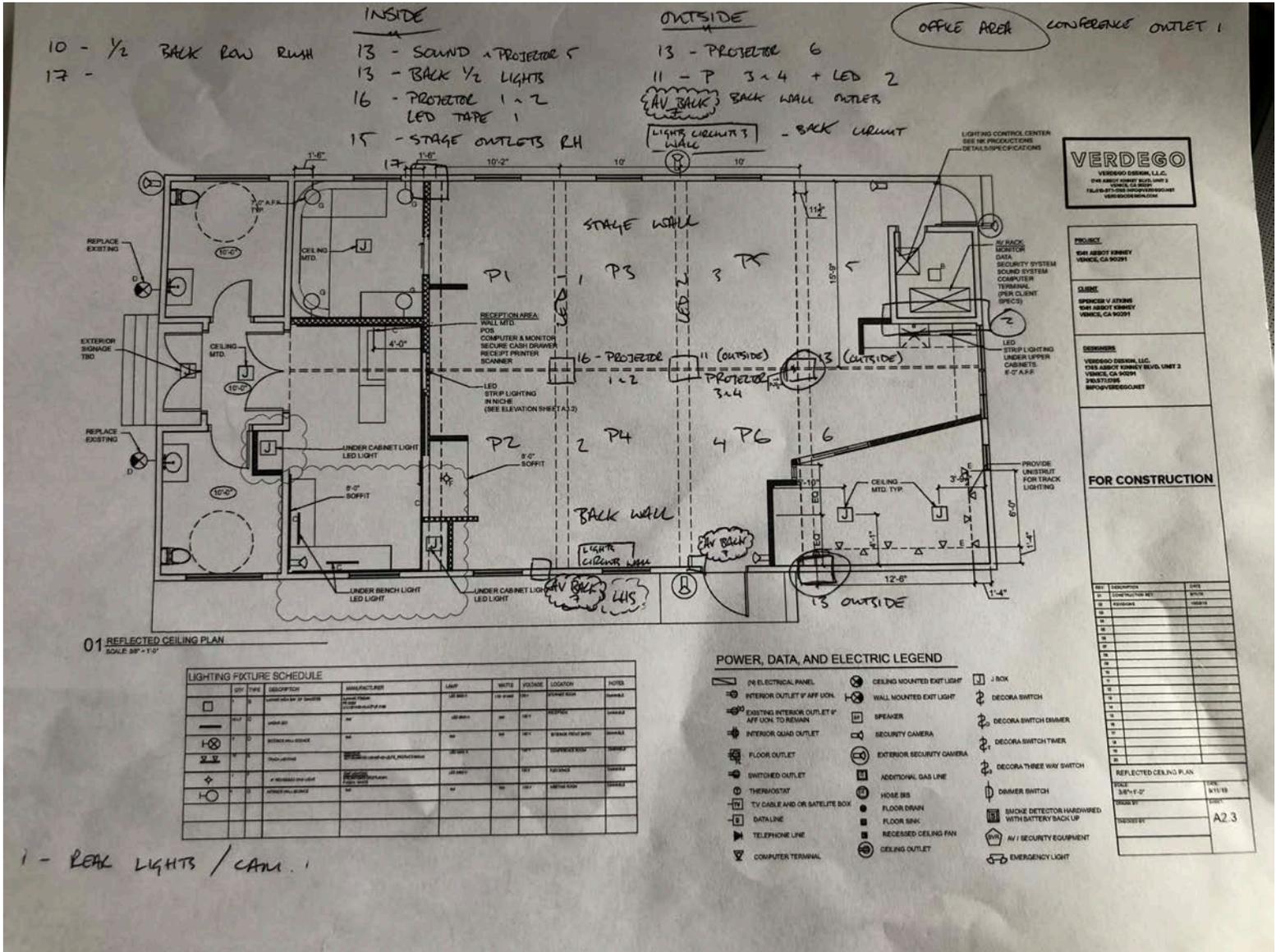
Tech fuse numbers:

Lighting Rig: 10, 13, 16

Ceiling LED's: 16, 21, 22

Sound system: 13

Projection: 13, 16, 21, 22



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II. Pre-Event Set-Up Checklists: Monthly, 24 Hours, Day Of



II.I Monthly Checklist

Charge blinds

Charger located underneath TV in cabinet

Charge floating campfire
lights lights

Audit

What is going well? What isn't going well?

Inspection

Anything need a super deep clead



II.II 24 Before Set Up Checklist

P.19

Clean floors

Confirm Valet/outside contractors

Check desired stock of drinks/food
with number expected

Set up chairs

Confirm with Spencer/Joey number of people



Check Blinds

- Lower and raise blackout with LH blind remote
 - Press “all” on Blackout remote so that only that button has the blue light next to it
 - Press *down arrow* and check to see if all 5 blinds are moving
 - Press “stop” and *up arrow* to raise
- Adjust sunshades to desired setting

Check Projection (if applicable)

- Turn on projectors
 - **See Streamdeck:** press home > press desired class type (e.g. Mastery Course) > press turn on projectors > press look (e.g. Starry Night button on streamdeck > press black mask
- Check movement + projection both working
 - **Streamdeck:** Press blast off button and see if both projection mapping and blinds move
 - Press home > projection 1 > press shades up once ^ confirmed

Check Audio

- **Check speaker lights on**
 - All 6 black Genelec hanging speakers all have green light on
- **Check Volume**
 - **Mac Mini** > System Preferences > Output Volume at 13% (between 1st and 2nd Volume Bar at the top set to
 - **Mixing Deck** > Left two faders at 15, Right Red fader at 5
 - All three faders ‘on’ light lit
- **Check Playback**
 - Cue **each** music button in mac mini to test all songs match to Qlab cues
 - Press each stream deck cue to ensure working
 - Place hand in front of each subwoofer to ensure its on
- **Check Bose**
 - **Redundancy 1:** Bose Bluetooth connect
 - Turn off volume on phone (just in case it goes off)
 - Close out of any apps that could trigger it
 - Turn off signal apart from Bluetooth connection
 - Connect and test



Check Lighting

- Cue each lighting setting for the event from stream deck
- Press start cue: revert lighting back to session start (far left button, third row)
- **Redundancy 1:** check charge on back lights in case lights go out

Set up partnership trays

- Food
 - [determined per event – confer with FOH]
- Drinks ready
 - [determined per event – confer with FOH]

Final set up

- Tissues set out
 - Located in yoga side millwork cabinet
- Furniture inspection
 - Make sure layout is ready for event
- Doors shut



I.IV Day Of Checklist [Compressed]

Get Still

Team induction

Check Blinds

Lower and raise blackout

Adjust sunshades to desired setting

See Window Blinds

Check
Projection

Turn on projectors

(If applicable)

Check movement

Check Audio

Check speaker lights on

Check volume

Check playback

Check bose

Check
Lighting

Cue each lighting setting from stream deck

Press starting cue

Check charge on back lights

Set up
partnership
trays

Food

Drinks ready

Final set-up

Tissues set out

Furniture inspection

Doors shut



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III. Troubleshooting



1. **Nathan NK Productions:** programmed and networked whole system
 - Nathan
 - 310 880 3784

2. **BartKresa Studios:** Designed projection
 - Nao (Bart's exec assistant) (pronounced "now")
 - 760 877 7205

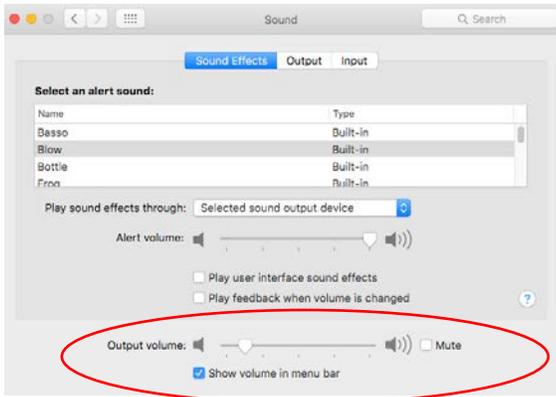
3. **Rob Aeroshade:** installed shade
 - Rob
 - 323 816 9672

4. **Scotty Gilmore:** lighting/HOG4
 - Scotty
 - 714 423 9096



1. Volume on MacMini is on

- Mac Mini > System Preferences > Output Volume at 13% (between 1st and 2nd Volume Bar at the top set to



2. Wires/Cables all in right place

- Check aux is plugged into mac mini (pictured below)
- Check mixing deck is plugged in
- Check network cables green lights are on (pictured ->)



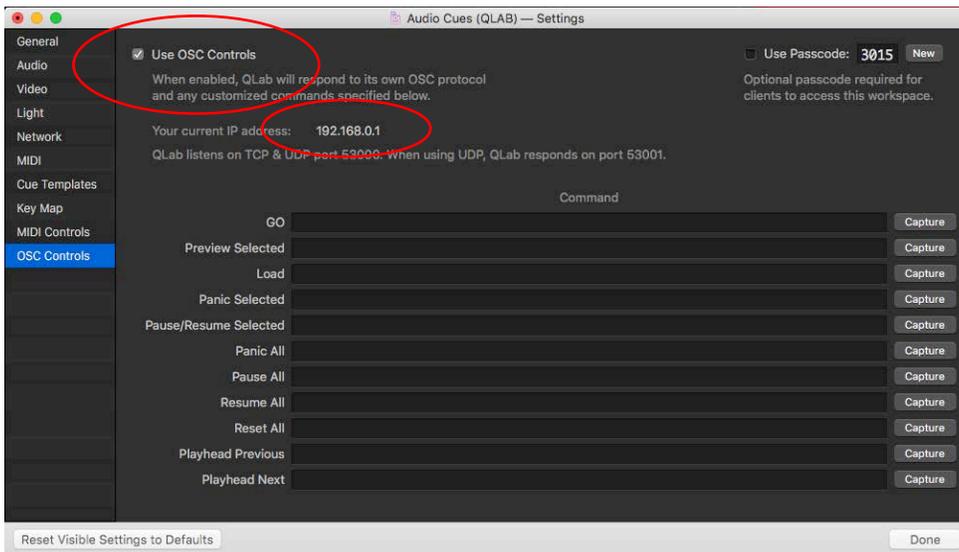
3. Check Qlab

- Window > Workspace Settings > OSC Controls > **IP Address 192.168.0.1**
 - Use OSC Controls box checked
 - Workspace settings > Audio > Audio Patch 1 > Select built-in Output
- Check cue target locations (the files it's playing are in the right place)

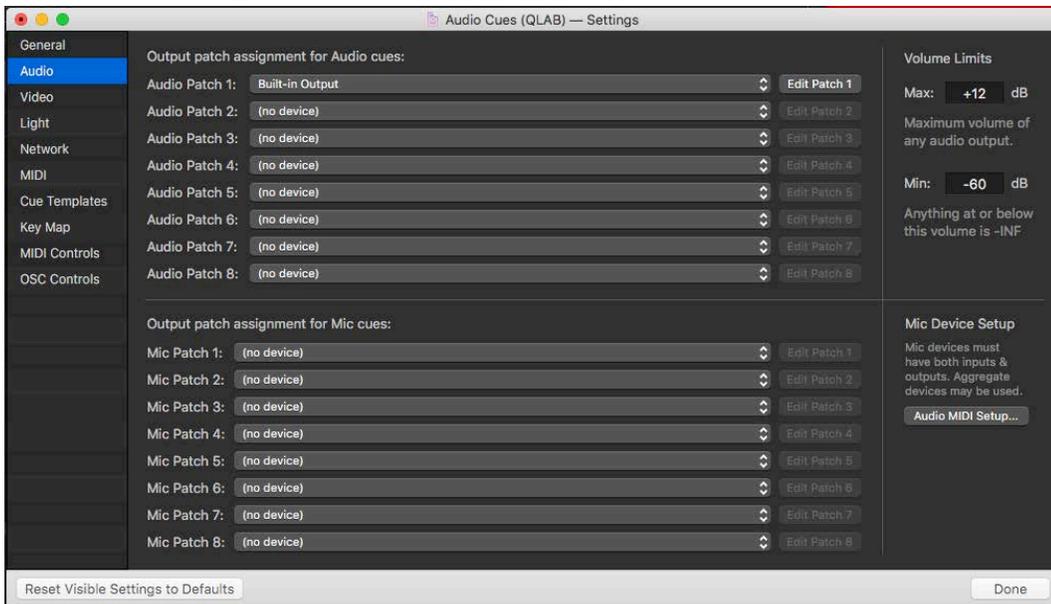


3. Check Qlab Settings

- Window > Workspace Settings > OSC Controls > IP Address 192.168.0.1
- I. “Use OSC Controls” box checked



- II. Workspace settings > Audio > Audio Patch 1 > Select **built-in Output**

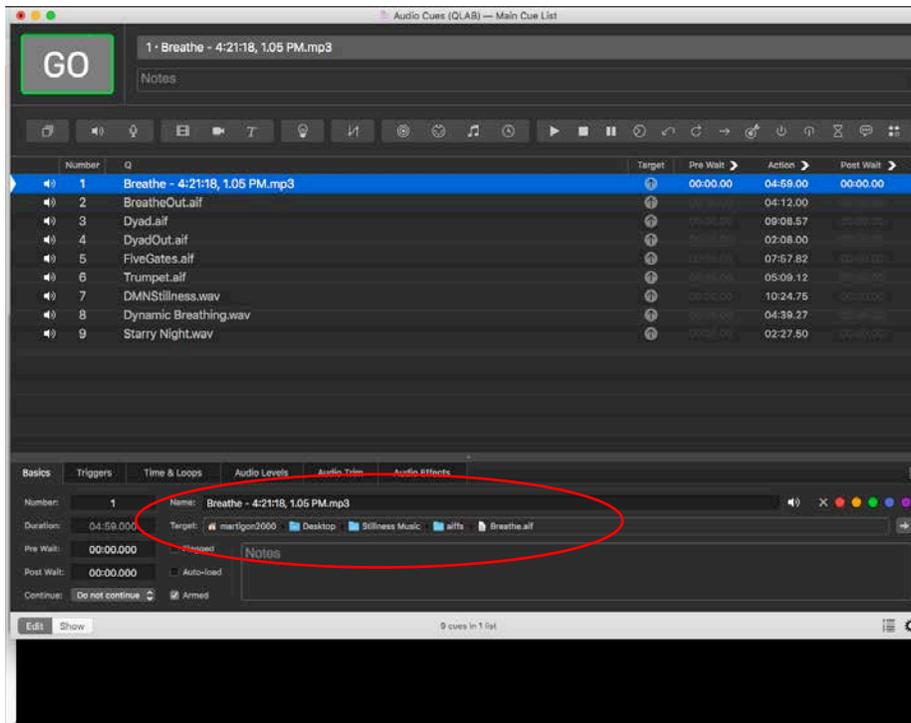


- III. Check/adjust audio levels to smooth transitions (see picture next slide)
Select audio file > Audio Levels > Adjust accordingly
- IV. Check time & loops for looping tracks and select infinite loop



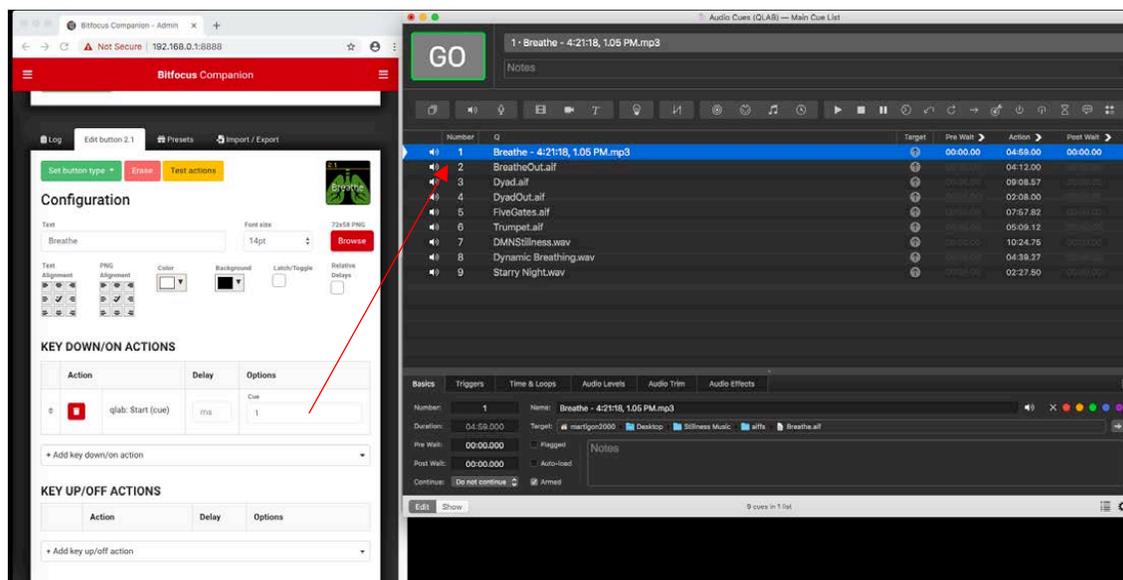
3. Check Qlab

- Check cue target locations (the files it's playing are in the right place)



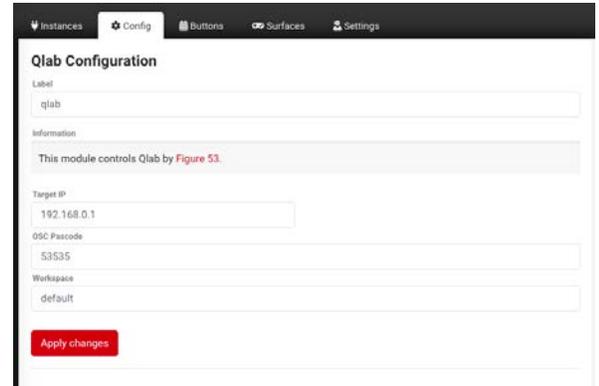
4. Check Companion Settings

- Correct key down action
 - Find button on button layout
 - Check KEY DOWN/ON ACTIONS are match cue to Qlab number



4. Check Companion Settings

- Configuration:
 - Instances > Actions > Edit
 - Qlab: 192.186.0.1
 - OSC (open sound control)
 - Passcode 53535



5. Check Mixing Deck

- Left two faders are up and 'On' lights are lit (not dark)
- Master fader is up and on

6. Check Mac Mini Network

- System preferences > Network >
 - Configure IPv4: Manually
 - IP Address: 192.168.0.1
 - Subnet Mask: 255.255.255.0
 - Router: 192.168.0.1

7. Check DA

- Distribution amp (in AV rack)
- Check phoenix cables are all pushed in (on the back of the unit)
- Screws on front in desired position



8. Check fuses

- #13 located in box opposite wall to the AV closet



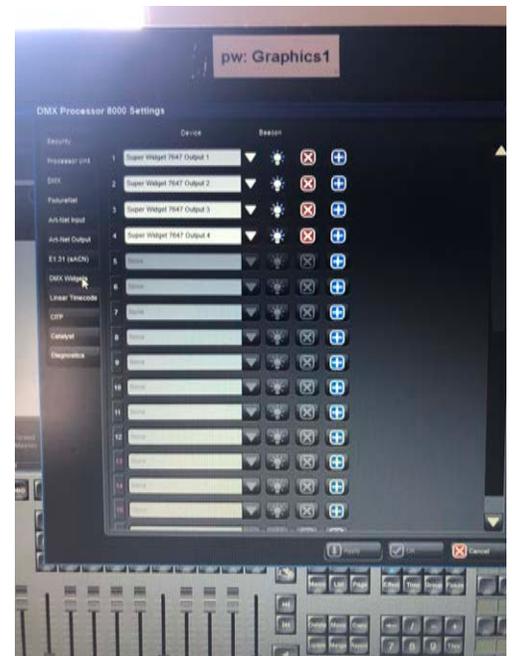
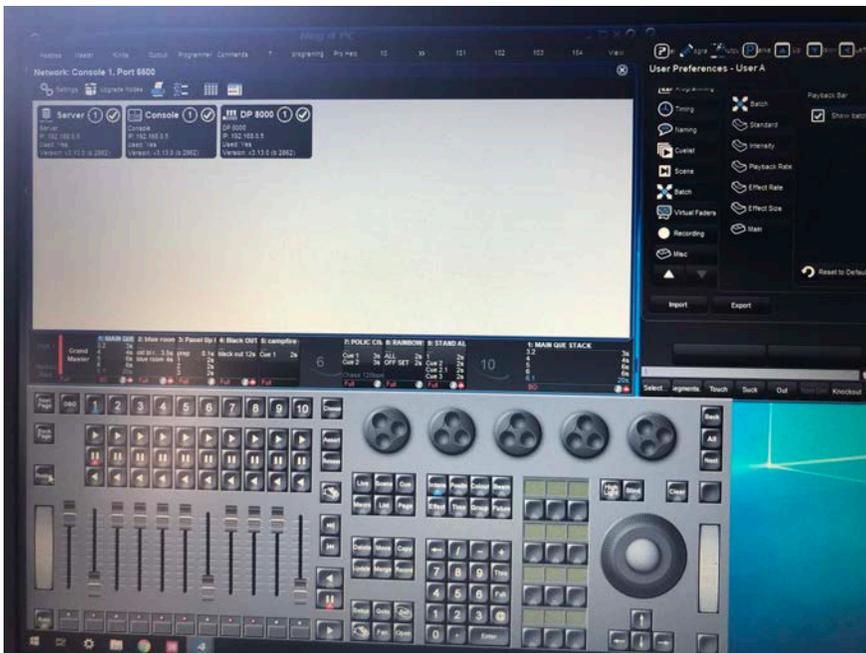
1. Wires/Cables all in right place

- 4 lights are on HOG DMX box
- 5 pin cable (fat fucker with silver end) plugged into data output 1 on



2. Check Hog 4 – DMX Connection

- HP > Hog 4 > set up > Network > DP 8000 right click > DMX Widgets > all on



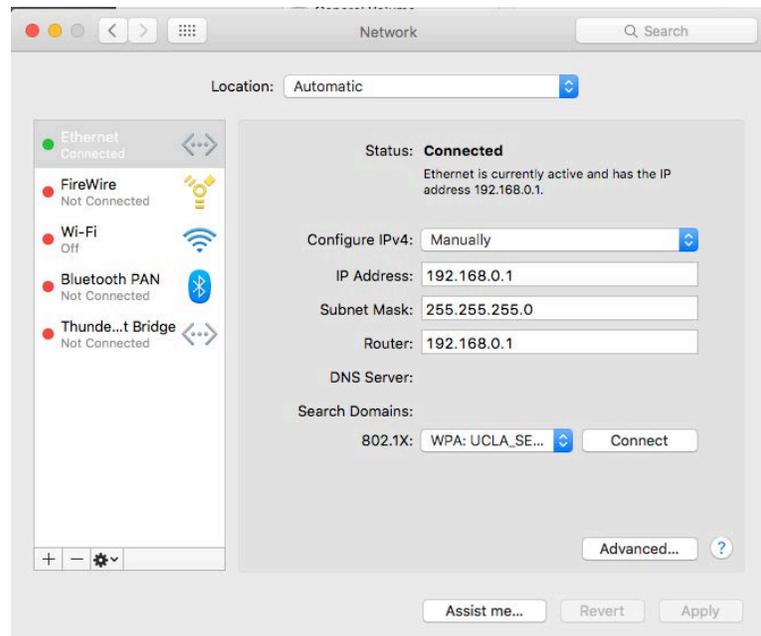
3. Check Companion command is correct

- Companion Button Layout > locate cue > check KEY DOWN/ON ACTION matches with PC
- PC > Hog 4 > Chosen Master Stack Name



4. Check Mac Mini Network

- System preferences > Network >
 - Configure IPv4: Manually
 - IP Address: 192.168.0.1
 - Subnet Mask: 255.255.255.0
 - Router: 192.168.0.1



Locate Surface on Companion

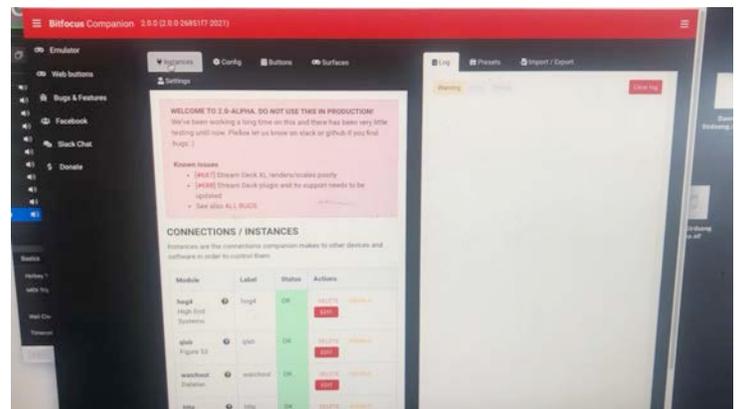
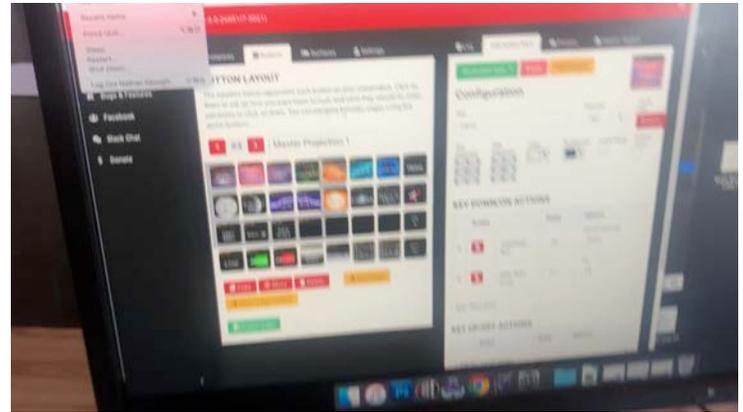
- Surfaces > Connected Devices > Rescan CL40I1A01661

-



Network checks (VIDEO ->)

- Companion home > Instances > edit each
- IP address matching all components
- Instances > Actions > Edit
 - Hog4: 192.168.0.5
 - Target port:
 - 6600
 - Qlab: 192.186.0.1
 - OSC (open sound control)
 - Passcode 53535
 - Watchout: 192.168.0.10
 - Display Cluster
 - Http: base URL 192.168.0.70.4998



Nathan recorded walkthrough trouble shoots for:

- Network
- Sound
- Light

- Located on drive
 - <https://drive.google.com/drive/folders/1U7eAtrPQ0PN8Ton1uo-zgm-RYLOkOp5Q>
- Located on Mac Mini + HP
- Located on Still Life Hard drive



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IV. SNAFU

[Situation Normal, All F*cked Up]



**IMPORTANT IF YOU'RE READING IN AN EMERGENCY:
Smile, it's not the end of the world, take a big deep, full bodied breath.
Everything is alright because everything already is alright.
Calm and coherent, get this show back on the road.**

I. Power Cut

Prior to show:

- Follow Set-Up Components for all components carefully
- Delay start if needs be
 - **CODE WORD SNAFU: BUYS 15 MINUTES**

During show:

- Sound: use bose speakers with Jim's set up (R1)
 - Henry's Bluetooth speaker (R2)
- Lights: use floor lanterns (R1)
 - Camp light in shed (R2)

II. No Sound

- Use on stage back-up (R1)
- Use Henry's Bluetooth speaker as backup (R2)

III. Frozen lights

- **Lighting** frozen, if needed to change, go to PC, press play on HOG4 to change cue.
 - Man show from AV closet using HOG4 play cue (R1)
 - Use music cues to change lighting settings
 - Use floor lighting and place on stage (R2)



III. Stream deck is down: No cues working

- **Sound** used with on stage back-up (R1)
 - Use Henry's Bluetooth speaker as backup (R2)
- **Lighting** frozen, if needed to change, go to PC, press play on HOG4 to change cue
 - Man show from AV closet using HOG4 play cue (R1)
 - Use floor lighting and place on stage (R2)

II. HP Laptop not turning on

1. Turn off the computer.
2. Remove the computer from any port replicator or docking station.
3. Disconnect all external connected peripheral devices such as USB storage devices, external displays, and printers.
4. Unplug the AC adapter from the computer.
5. Remove the battery from the battery compartment.
6. With the battery and power cord unplugged, press and hold the Power button for about 15 seconds to drain any residual electrical charge from the capacitors.
7. Insert the battery and plug the AC adapter back into the laptop, but do not connect any of the peripheral devices.
8. Press the Power button to turn on the computer.

IV. Mixing Deck Down

- **Sound** used with on stage back-up (R1)
 - Use Henry's Bluetooth speaker as backup (R2)



Blinds move but no projection

If projectors have 1 blue light on signaling they're "off"

- Press *blinds up* switch on splash deck (R1)
 - Continue induction
- If *blinds up* doesn't work: continue retraction (R2)
 - Henry to go in AV closet, turn on projectors and cue show from pg. 94 (master projection 1) in companion
 - Press PRJ ON
 - Wait for blinds to shut
 - Press look desired

If projectors have 2 blue lights on them signaling that they're "on"

- Wait for full retraction, navigate home > spaceman 1. > press desired look
- If that doesn't work – Henry to cue from AV room

Projection but no blinds

- Cue shades on stream deck (home > P.1 > shades down)
- Hotwire the shades
- Kill the projection (black mask button)
- Play on

