

Manhattan School of Music Distance Learning  
 Internet2 Workshop  
 February 12, 2008

NAME	POSITION	PHONE (OFFICE)	PHONE (CELL)	E-MAIL	IM	NOTES
	Videoconference Producer					
	Program Coordinator					
	Stage Manager					
	Stage Crew					
	Production Coordinator					
	Production Manager					
	Technical Director					
	Chief Recording Engineer					
	Audio Engineer					
	Audio Engineer					
	Systems Engineer					
	Systems Engineer					
	Videographer					
	Videographer					
	House Staff Coordinator					

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<b>Time</b>	<b>Schedule</b>
9:00am	production tech call
9:00am-1:30pm	load-in/set-up
1:30pm-2:30pm	Run Cue to Cue/Debrief
2:30pm-3:30pm	lunch

\* cameras only - all other equipment remains in overnight

NOTE: There is a possibility that the debrief will occur earlier than currently scheduled.

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Time	Schedule
9:00am	production tech call
9:00am-10:30am	load-in
10:30am	Jason Moran (artist) arrives
10:30am-11:00am	crew on standby/headsets; debrief Jason Moran
11:00am-11:30am	soundcheck (connection with Canada)
11:30am	house opens
11:30am-12:00pm	crew on standby
12:00pm	masterclass begins
12:00pm-2:00pm	masterclass *
	<i>* five minute pause at approximate one-hour mark</i>
2:00pm	masterclass ends
2:00pm-3:00pm	clean-up/debrief/load-out

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Jason Moran Master Class

2/6/2008

Manhattan on the Rideau Distance Learning Series

**Run Sheet**

Time	Description	Notes
8:30am	Production Staff arrives, restores ClearCom set-up and preps space.	Alexis Caldwell (SM) and Catherine Slusher (SL Door)
9:00am	Audio and Video Staff arrives, sets up, checks ClearCom	2 camera and monitor positions: Center House (Henry) and House Left (Carlton) - no positions on stage
10:30am	Artist Jason Moran arrives House Manager (HM) arrives	<b>AUDIO:</b> put lav on Jason Moran
11:00am	Soundcheck Connect with Canada Ushers arrive	Half-hour soundcheck with Canada Canada remains on-screen. Ushers Mia and Steven SM turns lightboard ON & OFF
11:29am	All crew on stand by and on headset	Final check onstage - cabinet closed, <b>stool</b> and piano (low-stick) on spike, hospitality water on stage, clock on stage, monitors visible Juliana on IM with Canada in Room 114
11:30am	House Opens	LQ 50 GO
11:50am	Headset Check & Warning on Top of Show	<i>Channel A</i> - HM, Usher in Corridor, Rich (FOH-house audio), Dustin (Room 114-send audio) <i>Channel B</i> - Camera A (Henry), Camera B (Carlton) <i>Channel A &amp; B</i> : Christianne/Juliana at Video Producer, Alexis at SM
11:57am	STANDBY SL Door	Juliana gets "Ready from Canada" via IM.
<b>Approximately 12:00pm</b>		
-0:02	SM clears with HM ( <i>no house speech</i> )	Christianne stand by with Black mic Jason stand by with lav Alexis gives "Artist and Christianne standing by"

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-0:01		LQ 51 House to Half GO Black mic GO HM closes house Juliana gives "Ready in New York. Waiting on Pace." via IM.
0:00	Pace appears on-screen	Juliana gives "Pace walking on." LQ 59 House Out GO SL DOOR Christianne GO
0:01	Christianne acknowledges Canada	Virtual greetings.
0:02	Christianne bios Jason	Approximately 1 minute. Lav GO
0:03	Christianne, "I'd like to welcome to the stage, Jason Moran."	SL DOOR Jason GO
0:04	Christianne exits Jason welcomes audience and gives brief introduction	SL DOOR exit Black mic OFF Christianne hands Black mic to Catherine. Christianne returns to 114. (Christianne back on headset.)
0:07	Jason asks for student in Canada. Student A (combo) enters	30 minute running time
0:32	Canada gives Student B (solo) stand by	
0:37	Student A (combo) exits Student B (solo) enters	Late Seating 30 minute running time
1:07	Begin 5-minute break Canada gives Student C (solo/combo) stand by	LQ 50 House Up GO Lav OFF Jason remains on stage
1:11		Jason stand by LQ 51 House to half

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1:12	End break	Lav GO LQ 59 House out
1:13	Student C (solo/combo) enters	30 minute running time
1:38		Christianne off headset. Christianne standing by backstage
1:43	Student C exits Jason says, "We want to open this up to questions."	Q&A session with Canada Cue Christianne SL DOOR Christianne GO Black mic GO
1:50	Pace hands back. Q&A session on MSM side	LQ 61 House up House Staff runs Black and White mics for questions on MSM side.
1:57	End Q&A	Catherine runs White mic backstage ASAP
1:58	Canada thanks New York	
1:59	Christianne wraps up. "Thank you Canada, until next time."	Juliana ROLLER GO (self-cue)
2:00		SL DOOR Jason and Christianne exit. LQ 50 walk-out GO Catherine collects lav and Black mic. MSM roller until HM gives House Clear.
	STRIKE/Debrief in Miller	

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Equipment List AS OF 9/20/07			
Count	Item	From	Notes
2	Dual Channel Beltpack	Production	
6	Single Channel Beltpack	Production	
5	Single Muff Headset	Production	
2	Double Muff Headset	Production	
1	Handset	Production	
2	6 to 3 pin XLR Y-splitter	Production	
1	lectern	Production	
2	lectern mics	Production	
2	yamaha ms-101 speakers	Production	for backstage monitoring
2	monitors	Production	for backstage monitoring
2	black plastic chairs	Miller	Audio set-up
1	6'x30" table	Miller	Audio set-up
1	8'x30" table	Miller	Workshop Table
2	25' XLR	DL/Rec	
1	power strip	DL/Rec	
2	extension cords	DL/Rec	
1	RCA Barrel	DL/Rec	
8	25' XLR	DL/Rec	
1	50' XLR	DL/Rec	
1	extension cord	DL/Rec	
1	5' LCD monitor	DL/Rec	lectern monitor

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Light Cues			
Cue #	Count	Called ON	Notes
50			Walk-In
51			House to Half
52			House Out
53			Speaker at Lectern
54			Q&A - audience UP
54.5			Restore to Speaker at Lectern
55			Walk-Out
56			Works
57			Walk-In
58			House to Half
59			House Out
60			Artist on Stage
61			Q&A - audience UP
62			Walk-Out

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<b>Clear Com -- Version 1</b>					
<b>Location</b>	<b>Personnel</b>	<b>Channel</b>	<b>Cable Needs</b>	<b>Plug Location and Notes</b>	<b>Beltpack/ Headset Info</b>
<b>BACKSTAGE</b>					
Stage Manager's Console	Stage Manager	A + B	30' 6-pin XLR 6 to 3 pin XLR Y-splitter  *Currently using 2 50' 3-pin XLR - VERY heavy	Backstage Right Wall Panel	Dual Channel/ Single Muff
Stage Crew	Stage Crew	A	50' 3-pin XLR	Backstage Left Wall Panel, COM A	Single Channel/ Single Muff
<b>Room 114</b>					
Video Table	Video Switcher/ Line Producer	A + B			Bay Station/Headset
Back Table	Systems Engineer	A + B			Dual Channel/ Single Muff from Production
<b>*Please note that with the exception of the Dual Channel Belt Pack and Single Muff Headset, all ClearCom and cables in Room 114 belongs to</b>					
<b>HOUSE</b>					
House Left Audio Table	Audio Engineer #1	A	25' 3-pin XLR	House Left Floor Panel, COM A	Single Channel/ Single Muff
House Left Audio Table	Audio Engineer #2	A	10' 3-pin XLR	Daisy Chained to Audio Eng #1	Single Channel/ Single Muff
Back of House Center @ tripod	Cam OP # 1	B	75' 3-pin XLR (50' & 25')	House Center Floor Panel, COM B Cable dressed around perimeter.	Single Channel/ Double Muff
Upstage Left @ tripod	Cam OP # 2	B	25' 3-pin XLR	House Right Floor Panel, COM B	Single Channel/ Double Muff
House Manager's Pedestal	House Manager	A	25' 3-pin XLR	Corridor Wall Panel, COM A	Single Channel/ Handset
	NOTE: Channel A= Main	Channel B= Video Team Subgroup			
<b>*Please note that all cable for ClearCom has been provided by Recording. All ClearCom equipment in the Stage, House, and Backstage Areas has</b>					