Gateway Church l Live Production l Lighting Department
STANDARD OPERATING GUIDELINES
Updated: 05/21/18

1. **BE CLOCKED IN, AT YOUR POSITION, READY TO SERVE AT YOUR START TIME.**
    a. Clock in on Celayix (team-xpress.celayix.com).
    b. Check in with Campus AD or TA Oversight and let them know you are here.
    c. Connect with the Lighting Trainer for your event.

2. **POWER UP ALL LIGHTING EQUIPMENT.**
    a. Power up lighting console(s) and login.
    b. Power up the lighting rig (small Touchscreen controller).
    c. Power up the lighting computer(s) and media server(s), if present.

3. **PERFORM A LAMP CHECK ON ALL FIXTURES.**
    a. Run the Lamp On macro.
    b. Check all Houselights.
    c. Check all LEDS (Intensity, Color mixing).
    d. Check all Moving Lights (Intensity, Pan/Tilt, Color mixing).

<p style="color:red; text-align:center">Replace all blown lamps that you can.</p>
<p style="color:red; text-align:center">If you are unable to change a lamp you will need to fill out a help desk ticket.</p>
<p style="color:red; text-align:center">helpdesk.gatewaystaff.com</p>

4. **CHECK ALL HAZERS.**
    a. Check the placement of hazer(s).
    b. Check fluid level(s).

5. **TIME TO PROGRAM.**
    a. Assign/Store a sequence for today's event.
    b. Check to see that you have full control of the media server(s), if available.
    c. Program and run lights during sound check. Make sure transitions are smooth.
    d. Operate lighting equipment during the duration of the event.

6. **POWER DOWN.**
    a. Turn off all Hazer output.
    b. Run the Lamp Off macro. Make sure everything has lamped off.
    c. After lights have cooled down for <u>at least 5 minutes</u>, power down the lighting rig.
    d. Power down lighting console(s). (Save show unless instructed otherwise)
    e. Notify the Campus AD/LP Oversite of any lighting issues that needs attention.
    f. Clock out on Celayix (team-xpress.celayix.com).