

**Cloud 9 Sound Check Sheet**  
**Helms Theatre**  
**University of Virginia**

**Preshow:**

***Turn the Dell computer next to the mixing board on.***

*On the desktop, you will see an icon called "SFX." Double-click on the icon. This will open SFX and the cues for the show. If the cues do not appear in SFX, then choose FILE:OPEN, and look for Cloud 9 in "My Documents."*

Note: No other applications can be running while operating SFX.

***Turn on the sound equipment in the rack to the right of the mixing board.***

*Turn on the power switch on the top "Rack Rider." This will power up the entire rack and the mixing board. Then turn on the top two QSC RMX 1450 Amplifiers followed by the bottom two QSC RMX 850 Amplifiers.*

Note: Use "Ives Sound Board Settings" documentation to check all board settings.

***Test CD Player (backup.)***

Play some audio at low volume and assign it to all locations, then perform a walk-through of the theater to verify all speakers are sounding.

***Test SFX cues.***

Note: Test cues that utilize each of the speakers. Determine that all speakers are sounding.

***Go onstage and check special speakers and locations.***

Note: Make sure all four speakers (two directly behind each seating area) are in place and "hissing."

***Make sure the four wireless microphones are working.***

Note: Turn them on in the booth, talk into them to make sure you see signal at the sound board.

***Make sure the Stage Manager's "God Mic" is working.***

Note: Turn the switch on the mic into the "on" position and talk into it. It should be assigned to all locations. Return the switch to the "off" position so the audience can't hear noises from the booth.

***Perform Microphone Check with actors.***

Note: Put a fresh battery in each wireless microphone. Place them on the actors with the element (hole on the mic) facing towards the actors face. Make sure the microphone cable is not tangled in the costume and has room to move without pulling the microphone off of the ear. Load "Come Gather"

and run the song with microphones to determine potential problems.  
Make sure the actors leave their microphones on.

**Intermission:**

*Collect all microphones, remove and discard the batteries. Carefully package the units back in their cases without putting stress on the microphone cables.*

**Post show:**

*IMPORTANT! Turn off all four QSC RMX Amplifiers FIRST! Then flip the “Rack Rider” power switch to the off position. Quit SFX and leave the computer running.*