

SNL Productions Key Skills - Level 1 Certification (2019-2020 Edition)

_____ Member Name (Print)

SNL Basic Skills

1. ___ Explain how to get the keys for our booth from the admin office.
2. ___ Explain the basics of unlocking and locking our system. (Window & Storage Cabinet)
3. ___ Explain which key on our key ring unlocks what and show you can unlock each.
4. ___ Describe what you will do with the event sponsor before the event if you're the LEAD
5. ___ Describe What you will do with the event sponsor before the event if you are not the LEAD
6. ___ Demonstrate completion of a pre-event sponsor interview by the Lead.
7. ___ Demonstrate completing a Technical Script for a real event (both Lead & Staff).
8. ___ Explain why pre and post event incidental **music** is important.
9. ___ Explain why pre and post event special **lighting** is important.
10. ___ Demonstrate that you understand basic stage locations (stage Left/Right - Up/Down Stage)
11. ___ Demonstrate completion of pre-event checklist after you have setup equipment.
12. ___ Explain what to do at the end of an event.
13. ___ Explain what to do in the event of an emergency during an event.
14. ___ Explain what to do when you don't know something.
15. ___ Explain the role of the Duty Roster and explain each part of the roster.
16. ___ Explain where we store different SNL AV resources, and which resources go where.
17. ___ Demonstrate where you would go to find the portable sound system.
18. ___ Demonstrate where you would find the "Simple System" in the LMS Auditorium.
19. ___ Describe the steps to prepare the auditorium for an event.
20. ___ Explain who is permitted to give and get SNL Keys.
21. ___ Explain the role of the Community Schools Monitor and how we interact with them.
22. ___ Setuo the booth to show a movie including the audio and demonstrate it working.

Lighting Skills

1. ___ Be able to turn on the lighting system.
2. ___ Be able to turn the lighting system off.
3. ___ Demonstrate how to control individual lights.
4. ___ Demonstrate how to create Cues presets.
5. ___ Demonstrate how to use Cues presets.
6. ___ Demonstrate how to edit Cues presets.
7. ___ Show how to adjust the house lights from lighting board for an event look.
8. ___ Show how to turn off the house lights from lighting board.
9. ___ Show how you use playback and edit a playback.
10. ___ Show how to turn off the house lights from the side wall zone slider.
11. ___ Show how to dim the house lights from the side wall zone slider.
12. ___ Show how you would program a lighting look using house lights.
13. ___ Explain the function of the side wall sliders 1-4 and explain why these don't change.
14. ___ Show how to control backstage work lights.
15. ___ Explain how you raise/lower the projection screen and how to turn on/off the Creston Projector
16. ___ Given a picture of lighting control board, explain the function of each Level 1 Control.
17. ___ Point out the down lights and FOH lights and explain the purpose of each type.
18. ___ Explain the safety issues involved in attaching a new instrument to the light abr.
19. ___ Explain and demonstrate the process for raising and lowering the light bar.
20. ___ Setup a lighting look using downlights and FOH lights.
21. ___ Spotlight: Demonstrate turning on, focusing beam, and tracking actor onstage.
22. ___ Spotlight: Show to black out spot without turning it off.
23. ___ Spotlight: Demonstrate beam sizing, barn dooring and selecting different color gels.

24. ___ Spotlight: Demonstrate changing the gel to a different color.

Soundboard Skills

1. ___ Demonstrate how to turn the sound system off and on.
2. ___ Setup a microphone on stage, tape it, connect XLR and route the sound to the house.
3. ___ Explain when you would use “Phantom Power” and when you would not.
4. ___ Explain EACH of the functional controls for a single channel strip.
5. ___ Demonstrate the proper process for setting mic gain.
6. ___ Demonstrate the proper sequence for setting EQ.
7. ___ Demonstrate control of multiple microphones.
8. ___ Explain and Demonstrate connecting an iPod to the system for intermission, pre and post-event music, and play sound effects.
9. ___ Setup wireless microphones and route sound to the house.
10. ___ Explain when you would use on-stage audio monitors and demonstrate proper setup.
11. ___ Show proper setup for controlling the monitor volume level.
12. ___ Demonstrate how you would provide “house mix” for sound control.
13. ___ Demonstrate how to use the “simple system” for sound control.
14. ___ Explain the role of the Limiter and Compressor.
15. ___ Explain the difference between pre-face and post-face for Aux Outs.
16. ___ Given a picture of audio control board, explain the function of each level 1 control.
17. ___ Explain how you would use the group channels and demonstrate their use.
18. ___ Explain and demonstrate how you would use the solo feature on the board.
19. ___ Explain why the use of headphones is important and demonstrate proper use.
20. ___ Setup a three mic setup with two monitors and provide different monitor mixes
21. ___ Hookup the overhead condenser microphones and explain why you would use them.

Audio Setup Skills & Basic Concepts

1. ___ Explain how we use mics at different events and what type of mics we use.
2. ___ Properly tape a cable.
3. ___ Properly tear tape for mic cable.
4. ___ Setup a mic for the simple system and FOH system.
5. ___ Explain the difference between a dynamic mic and a condenser mic?
6. ___ Explain the difference between an omnidirectional mic and a cardioid mic.
7. ___ Explain when to use the intercom system.
8. ___ Demonstrate the proper setup of intercom system (FOH & Backstage)
9. ___ Demonstrate the proper process for performing mic tests.
10. ___ Show the proper process for setting up and testing wireless mics.
11. ___ Show the proper process for taping a wireless mic to talent (over ear.)
12. ___ Connect a Laptop to the projector and show a powerpoint.
13. ___ Connect a Laptop sound source to the sound system and show how you control it.
14. ___ Explain the various type of audio connectors and when each is used.
15. ___ Demonstrate how you will connect different connectors to our system, (RCA, mini, ¼”).
16. ___ Demsontrate the proper technique for winding up cables.
17. ___ Demonstrate how you would play a DVD and a show recorded on the DVR.
18. ___ Demonstrate what to do if the power to the audio system fails.
19. ___ Demonstrate setting up 2 mics and speaker using the portable system

Lighting Setup Skills

1. ___ Program a memory preset with three different lights to set a lighting look.
2. ___ Explain the safety precautions you will take before lowering the FOH lights.
3. ___ Demonstrate how to adjust the FOH lights on lighting bar including focus and barn doors.

4. ___ Explain the proper technique for adjusting the on-stage, down lights.
5. ___ Explain the basics of lighting design - What do you want to achieve & how to do it.
6. ___ Explain purpose of gels and gobos, when to use and demonstrate use.
7. ___ Explain the safety precautions you will take would take when attaching a new light to the light bar.
8. ___ Explain how many lights can be attached to each of the lighting channel and why.
9. ___ Demonstrate how to add a "Splitter" to a lighting channel and explain why.
10. ___ Demonstrate a specific pre and post-event special light "looks."

Practical Experience - SNL Member must complete at least three events before certification.

1. ___ Event: _____
2. ___ Event: _____
3. ___ Event: _____

Simulated Event Test - Member must score at least 80% on a simulated event test that will include several components from each section after you have completed all the items on this checklist.

Score:

Member Signature Signature: _____

Certified Member Signature: _____

SNL Teacher Signature: _____