

Appendix I:
A3 - Playback Engineer Checklist
The first expectation of any crew member is safety.

General

The Playback Engineer reports to the Stage Manager (SM), the Sound Designer (SD), and the Technical Director (TD). This position is responsible for learning, operating, maintaining, and securing all audio equipment. The Playback Engineer conducts pre-show sound checks, assists in audio production, and cleans the booth on a daily basis. He or she operates the sound board during tech and dress rehearsals as well as performances. During performances, the Playback Engineer takes cue prompts from the Stage Manager.

Prior to Technical Rehearsal

- Read the play.
- Assist Sound Designer or electricians crew in speaker set up and cabling.
- Get training from SD or TD on how to use the sound board, how to work in QLab, how to edit cues, if needed, how to recognize and receive SM calls, and how to handle emergencies or technical difficulties.

Technical Rehearsal

- Attend all Technical Rehearsals, Dress Rehearsals, and Performances; arrive at the assigned call time provided by the SM.
- Get cue sheet from SM or the SD.
- Take notes of any changes to cues as needed.
- Save all cues and changes made.
- Listen to SM for sound cues.
- Work any manual fades, if needed.
- Once Technical Rehearsal is complete, save sound cues.
- Power down board, amps, and laptop.
- Recover all headsets from crew members and charge them in a secure location.
- Note any notes from Director or SM and wait to be released.

Dress/Performances

- Arrive on or before your designated call time per SM.
- Wear approved departmental backstage blacks.
- Turn on sound board, amps, and laptop. Pull up the current show's cue list.
- Run sound check on all microphones and sound cues. Let SM know when check is complete.
- Make sure all problems are fixed before house opens. Report issues to SM or TD.
- Wait for SM to cue you to turn on pre-show music.
- During the run of show you must stay quiet at all times. No phone use is allowed except in emergency situations.
- Listen to and execute all cues from SM.
- Wait until the audience has completely emptied the house before fading out the exit music.
- Once audience is gone, turn off sound board, amps, and laptop.
- Clean up booth.
- Stay for notes or until released by SM.

Strike

- TD will supervise and organize strike.
- Help in taking down speakers, mics, and wrapping cables.
- Return any data storage devices to their proper owners or storage areas.
- Help organize sound storage.
- Do not leave strike until released by TD or SM.