This document is the end product of the previous proposal. The set of instructions for Western’s Commencement Ceremony was designed for the Tech Crew who all understand the sound systems we use. My overall goal was to reduce the amount of time I spend running back and forth helping set up and therefore, finishing earlier. So I divided the instructions into three sections:

- Backstage and Amp room
- Front of House
- Stage

This way each crew member can have their own set of instructions for their task as they work.
May 21, 2003

Dr. Denise Weeks, Professor
Western Washington University
516 High Street
Bellingham, WA 98225

Dear Dr. Weeks:

I have attached to this letter the instructions for setting up sound for graduation commencement. There are a few things in the instruction proposal that never made it to the instructions themselves. Those items involve obvious things like setting up the main cable from stage to front of house and signal path through the Crest console. I plan to take new pictures at this year’s spring graduation with a digital camera. I haven’t been too pleased with how well these graphics actually describe the setup. I’ve also considered drawing up some images on the computer. This would be for areas where the parts can’t be distinguished from the rat’s nest of cables all over. I’ve also attached the proposal for the instructions so you can compare what I originally set out to do to the final product. If you have any questions, please contact me via e-mail (grunke@syahoo.com) or call me at 650-6805 and I will get back to you as soon as possible.

Sincerely,

Adam Grunke
Graduation Commencement Setup
Instruction

Western Washington University
Viking Union Event Tech Crew
**Backstage and Amp Room**

**Power Distribution**
There are four 20A outlets next to the power box. (see Figure 1)
1. Connect two of the 20A circuits into the power splitter.
2. Connect the 60A end of the Power Splitter into the Power Distro.
3. Run power to Front of House, back stage, and the amp-rack room.

**Getting Sound to the Speakers**
The following is assuming the Omni-Drive signals were sent A through D.
1. Disconnect the high output of the crossovers for amps 1, 2, and 3. (see Figure 2)
2. Connect A to the high output (which is connected to the input of the amplifier).
3. Now split the signal coming out of B and send that to the amps 2 and 3.
4. Take the signal coming out of C and connect it to the back of the House Delay rack.
5. Connect the signal coming out of D to the front of the amp-rack into amp 4. (see Figure 3)

Now from the amps you will need to grab 3 long NL4s and 2 short jumper NL4s from the concert system case.

6. Connect the NL4s from the amps to the appropriate wall connections as indicated by Figure 4.
7. Run the NL4 from amp 4 to the JBL side fills that have been paired together.
Clear Coms
1. Connect power to the Clear com rack.
2. Using an XLR, connect the main rack to the Clear Com Pac input.
3. Connect a headset to the Clear Com Pac.
4. Using an XLR, connect the headset out to a send in the Stage box.
5. At FOH, use an XLR to connect from the send of the Stage box to the Clear Com Pac input.
6. Connect a phone to the Clear Com Pac.

Equipment Clean Up
* Cover cables in walkways with walk-off mats.
* Put away all unused cables.
* Secure all cables on stage.
Front of House (FOH)

On the Omni-Drive:
- Send either the left or right A,B,C, and D signals to the stage box (see Figure 5.)
- Initialize the AS 490 program
- Un-mute the appropriate left or right channels

EQs and Compressors
Do this for each of the microphones onstage. Refer to Figures 6 through 8.
1. Get 8 XLRs
2. Connect the EQ INSERT SEND into the microphone channel. (Figure 6)
3. Disconnect the EQ INSERT SEND from the back of the EQ. (Figure 8)
4. Connect an XLR to the EQ INPUT. (Figure 8)
5. Disconnect the output of the EQ.
6. Connect an XLR to the EQ OUTPUT. (Figure 8)
7. Connect the other end of the previous XLR to the input of the Compressor. (Figure 7)
8. Connect a new XLR to the OUTPUT of the Compressor. (Figure 7)
9. Connect the XLR to the INSERT RETURN of the EQ.
10. Connect the INSERT RETURN to the microphone channel. (Figure 6)
Stage

Microphones
There are two podiums on the stage: the main podium and the side podium. Each podium has two microphones: one main and one backup. All of the microphones on stage are Shure SM58s. The main podium’s main microphone is the Crown “President” microphone.

Have all of the XLRs taped down or covered with a walk of mat.

Troubleshooting

<table>
<thead>
<tr>
<th>Problem</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No power anywhere</td>
<td>Check breakers on wall and Power Distro</td>
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<tr>
<td>FOH</td>
<td></td>
<td>Un-mute Omni-Drive</td>
<td>Un-mute microphone on the Crest Console</td>
<td>Turn on Phantom Power on the Crest Console</td>
<td>Check Compressor/ EQ daisy chain</td>
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<tr>
<td>No signal from microphones</td>
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<tr>
<td>No Sound</td>
<td>1. Un-mute Omni-Drive</td>
<td>2.</td>
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<td>Check Left or Right Fader on the Crest Console</td>
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<td></td>
<td>Check amps</td>
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<tr>
<td>Amp Room</td>
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<tr>
<td>No Sound</td>
<td>1. Turn on Amps</td>
<td>2. Check amp power</td>
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<td></td>
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<td>Check amp connections from stage box</td>
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<td>Check amp connections to wall panel</td>
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<td>Side Fills</td>
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<tr>
<td>Bad Sound</td>
<td>1. Check amps</td>
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<td>Make sure NL4 cables are locked and connected</td>
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<td>Check barrel connectors</td>
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