**The Shining Event Tech Timeline: Ewan’s Copy**

KEY:

BLUE: Future Producers action.

RED: Waterside Projection Team/ Waterside Staff action.

PINK: Compass Presents action.

REQUIREMENTS OF PROJECTION TEAM: Details outlining time and number of technicians required by Future Producers for a given part of the event and prep.   
**P**: Primary technical requirement. Essential part of event

**S**: Secondary technical requirement. Potential secondary technical idea that can explore IF time, equipment and other needs right.

**Pre-Event Technical Set-up Weeks/Days before Event:**

1. **P: PAT testing day/evening**:

ACTIONS: FP’s to acquire and have all electrical equipment for event by 10th November and to co-ordinate date/time for PAT testing.

Ewan and projection team to do PAT testing.

REQUIREMENTS OF PROJECTION TEAM: 1-2 technicians for potentially 2-4 hours to carry out PAT Testing on equipment to be used at event.

1. **P: Music testing evening**:

ACTIONS: Musical playlists and sound effects complied by Varun by DEADLINE TO BE DECIDED. James to co-ordinate with Ewan to find a free evening where rooms are available to test sound. Preferable same night as light testing?

MP3 files passed on to Ewan to be uploaded to server and Ewan to organise time for testing.

MP3 files and playlists to include:

P: Swing music playlist for Waterside 3.

S: Additional sound effects or music to be used in Waterside 1.

P: Additional sound effects of wind for when audience leave through the Café area.

S: Recording of MC speaking for use in cinema for use in cinema before film shown.

P: Eastern European composers music from the film for use in cinema before film shown.

REQUIREMENTS OF PROJECTION TEAM: 1 technician in advance to upload MP3 files to server taking **TIME UNSURE**. 1-2 technicians to spend 1-3 hours on test evening to help co-ordinate and set up PA systems in Waterside spaces and help with technical requirements related to sound.

1. **P: Lighting testing evening**:

ACTIONS:1. James to co-ordinate with Watershed to ask what type and how quantity of lights are available. James to plan out lighting design for Waterside spaces and other areas used for event.

If additional lights are required, James to co-ordinate with Charlie from Compass and James organise for lights to go for PAT Test. Lighting for event to be organized by **10th November**. James to organize and co-ordinate with Ewan to find a free evening where rooms are available to test lighting. Preferable same night as music testing?

Ewan to help find a free evening for lighting testing.

REQUIREMENTS OF PROJECTION TEAM: 2-3 technicians to spend 1-2 hours on test evening to help co-ordinate and set up lighting system spaces. 1 retained longer to help with additional technical requirements.

1. **P: Telecommunication Test Evening: [IS THIS REQUIRED?]**

ACTIONS: James, Tara and Ewan to work out where and how can connect the telecommunication system via face-to face discussion, emails, etc.

Tara to co-ordinate with Watershed on day to bring in and PAT test system. As well as deal with issue of storage. FP’s to facilitate and aid where can. James, Tara and Ewan to co-ordinate a time to test system. Preferable same night as music testing?

FP’s, Tara and Maddy to co-ordinate in advance if telecommunication system will be stored in the Watershed or when it will be brought to Watershed.

REQUIREMENTS OF PROJECTION TEAM: Ideally linked with lighting/sound test evening, which would use 2-3 technicians for 1-2 hours.

**Pre-Event Technical Set-Up on Night:**

1. **P: Set up of lighting and sound equipment in Waterside spaces**. (TIME TO BE DECIDED ((6:30/7:00PM-9:00PM?)))

ACTIONS: James to inform and sort with Ewan the number of technicians available for set-up and additional information.

Ewan to organise technicians for pre-event set up.

James and other FP’s to work and help technicians to set up tech for event.

Set Up Includes:

P: Lighting in Waterside 1, 2, 3 and connecting corridor spaces.

P: Music connected and ready to be played on PA systems in individual rooms.

P: Set up of telecommunication system between Waterside 3 and potentially connecting corridor between the Waterside rooms.

P: Waterside 2: a microphone connected to the back of the typewriter installation to play live feed over Waterside 2 PA.

P: Set up of lights for photography booth.

S: Potential use of spotlight highlighting a tricycle in the connecting corridor between Waterside spaces and additional installation of a paper-cut out version of the Overlook Hotel.

REQUIREMENTS OF PROJECTION TEAM: 2-4 technicians for 2-3 hours before the event to set up sound and light systems for spaces. One technician to be retained in case of technical difficulties.

**Event Itself:**

**Entrance Corridor:** No primary tech required as of 30th October.

**Main Waterside Spaces**:

1. **P**: Music playlists in Waterside spaces put on at 9:30 before first guests enter.

REQUIREMENTS OF PROJECTION TEAM: Technician or member of Watershed staff to begin the music playlists.

1. **P**: Require a technician on stand-by in case of technical difficulties during the first part of the event.

REQUIREMENTS OF PROJECTION TEAM: A technician from the Projection Team to be available to FP’s from 9:30-11:00.

1. **S**: Potentially black out during event: Main house lights will go out at some point before the audience begin moving to the screening. Supplementary effect lights stay on. Actors then begin acting strange as lights come on.

ACTIONS: BEFORE EVENT FP’s to decide on when want black out to occur. James to consult key Watershed staff, Layla and Ewan and put Health and Safety checks in place to make possible. James to co-ordinate with Ewan how can make possible.

REQUIREMENTS OF PROJECTION TEAM: 1 technician at some point between 10:00-11:00 to use lighting desk or buttons to briefly cause a black out and then turn lights back on. In total would take less than 5 minutes.

**Movement and Plans when Moving Audience to the Cinema (11:00-11:10PM):**

**1.** S**: Scene in elevator with man in bear costume on knee**s.

ACTIONS: BEFORE EVENT James to consult with Ewan and Layla about either darkening the lights in the corridor around the elevator to draw attention to the scene in the lift.

REQUIREMENTS OF PROJECTION TEAM: 1 technician to help briefly dim the lights in upper foyer area between 11:00-11:10 as audience moves from Waterside spaces to cinema.

1. S**: Twin girls stood at the far end of the cinema corridor, near Projection Team office with red lighting (potentially use of gobo) for effect**.

ACTIONS: Before event Flo needs to confirm actors for these roles. James and J to look into potential for creating a gobo cheaply.

REQUIREMENTS OF PROJECTION TEAM: 1 technician to help set lights before audience begin moving to cinema (10:40-11:00) and switch on.

**Within the Cinema (11:10- film begins to play)**:

1. **P**: **Use of PA system to create sense of MC using the Shining power.**

ACTION: FP’s to pre-record MC talking. James to pass recording on to Ewan to co-ordinate when and how used with Projection Team.

REQUIREMENTS OF PROJECTION TEAM: 1 Technician to play recording at right time while MC is talking to the audience. Minimum prep and would take a few minutes. Could be operated by technician in projection booth.

1. S: **Use of PA System to play Eastern European music from the film before it plays**.

ACTION: Varun to comply playlist of music. James to pass recording on to Ewan to co-ordinate when and how used with Projection Team.

REQUIREMENTS OF PROJECTION TEAM: 1 Technician to play recording at right time and then stop. Minimum prep and would take a few minutes. Could be operated by technician in projection booth.

**Changes to Waterside Spaces during screening (11:00PM-1:05AM):**

1. **P**: **Shut down of light and sound system.**

ACTIONS: Technicians and FP’s to co-ordinate to take down and stop light and sound effects.

REQUIREMENTS OF PROJECTION TEAM: 2 technicians to help shut down and move equipment in Waterside spaces between 11:00PM-12:00AM.

1. **P: Moving selected installations (typewriter without a microphone and photobooth) into Waterside Link and Café Bar Areas.**

ACTIONS: Technicians and FP’s to co-ordinate and move equipment from one space to another.

REQUIREMENTS OF PROJECTION TEAM: 2 technicians (the same working on the shutdown of lighting) to help shut down and move equipment in Waterside spaces between 11:00PM-12:00AM.

**Additions to Café Bar/ Watershed Link Area:**

1. **P: PA and sound system for band:**

ACTION: Flo/Tara to book band/ group. James to co-ordinate with about set-up time and equipment needs. Ewan and projection team to set up and take down equipment on the night.

REQUIREMENTS OF PROJECTION TEAM: 2 technicians (the same working on the shutdown of lighting and movement of equipment) to help set up PA and music system for band and to help carry out sound checks between 12:00AM -1:00AM.

1. **S: Additional or moving lights from previous space to create an atmosphere**:

ACTION: James to consult with Ewan about possibility, depending on what lights can be moved and if feasible within time.

REQUIREMENTS OF PROJECTION TEAM: 1 technician to place ad put additional lighting in place between 12:00AM -1:00AM.

**Audience Movement between Cinema to Café Area:**

1. S: **Two girls positioned dead either in Upper Foyer area of Watershed or at the far side of the cinema corridor, again (potentially use of gobo) for effect.**

ACTION: Before event Flo needs to confirm actors for these roles. James and J to look into potential of creating a gobo cheaply. Technician to potentially have to move lights to a different position.

REQUIREMENTS OF PROJECTION TEAM: 1 technician to move/set up lights before audience leaves the cinema at some point between 11:10AM and 1:05AM. If lights remain in same position only requirement would be to turn lights on again.

**Post-Event Clear Out**:

1. **Take down of band PA system**.

ACTION: Once audience has left technicians to disconstruct PA music and equipment used for the band.

REQUIREMENTS OF PROJECTION TEAM: 1-2 technicians to help deconstruct equipment between 2:00AM-3:00AM.

1. **Take down of additional lights**.

ACTION: Once audience has left technicians help take down any additional lights used

REQUIREMENTS OF PROJECTION TEAM: 1-2 technicians to help deconstruct equipment between 2:00AM-3:00AM. The same two potentially who work to deconstruct the PA equipment?

1. **Take down/removal of installations**.

ACTION: Once audience has left technicians to deconstruct any remaining elecitrical parts of installations.

REQUIREMENTS OF PROJECTION TEAM: 1-2 technicians to help deconstruct equipment between 2:00AM-3:00AM. The same two potentially who work to deconstruct the PA equipment?

1. **Removal/storage of equipment and installations**.

ACTION: FP’s to organise and find storage space either within the Watershed or elsewhere for additional equipment, props and installations.

REQUIREMENTS OF PROJECTION TEAM: 1-2 technicians to help move equipment between 2:00AM-3:00AM to spaces or pick-up points in the Watershed.