

SOUND

1. The master sound chief is appointed by the board.
2. Responsible for sound effects, music and all microphones needed for the production.
3. Meets with the director to get a script and discuss sound needs. Marks the script with all current sound cues. Checks with the director to see if additional sound cues are needed or have been added.
4. Determines any sound disks or supplies to be purchased and gets approval from the director. Major purchases for equipment must be approved by the board.
5. Finds appropriate sounds and records them for use during the show.
6. Works with director for music appropriate to the show: music used prior to show, intermission, during dinner and in the body of the show. Records that music and arranges for appropriate equipment for its use.
7. Selects one or more assistants to help with setting up mics, replacing batteries, cueing sound effects and running music.
8. Be present with sound cues ready for all rehearsals during the last week.
9. Provides mics for tech rehearsal, dress rehearsal and run of the show.
10. Conducts mic check before the house opens and without interfering with those having the pre-show dinner on designated nights..
11. Strikes all equipment and takes to storage after the run of the show.
12. Works with set builder as appropriate to obtain and return equipment from Robson storage if needed.
13. Takes an inventory of all equipment after each rehearsal and show (especially mics, head sets, and assistive hearing devices). Arranges for any repair or replacement.