

Get ins 101

The get in is the period of time before the show where you bring everything you need to the performance space and you set up.

This includes your lights, sound, set, furniture, tech desk, and audience seating.

This can be a stressful night, but if you have a good plan, and a good group of people it doesn't have to be.

The people who run the get in are the stage managers and the SEOs. Not the directors.

Things you need to know

- **When is it?** Usually the Friday night before show weekend from 6pm but sometimes this differs
- **Who will be there?** Stage managers, ASMs, SSMs, SEOs, definitely. You can have as much extra help as you like, as long as everyone is trained appropriately, but keep in mind that sometimes too many people can be overwhelming. Actors usually aren't there but that's up to your discretion.
- **Where is it?** Wherever your show will be performed. Keep in mind how far away your performance space is to the annex, this will affect how long you need to bring everything.
- **What do you need?** You need a good list of everything you need from the annex to prevent having to go back and forth

List of what you need

Flats

Flats, a frames, weights, sand bags, drills, screws, screw drivers, correct PPE.

Set/ furniture

Props

Sound

Speakers, sound board, XLR cables

Lights

Lighting stands, truss (if using), lights (whatever combination you're using), wrenches, white box, DMX cables

Tape (lots)

Snacks and drinks!

Getting a plan together

Step 1) bring everything from the annex to the space

Step 2) divide up into groups, some people for tech, some for flats/set

Tech

Set up lighting stands
Attach truss together
Attach truss to lighting stands
Attach lights to truss/stands
Set up a tech desk
Place your speakers where you want them
Wire everything up
Patch your lights
Riase your lights
Focus your lights
Test your lights and sound

Flats/ Set

Lay out flats
Attach A frames
Raise the flats
Weigh them down
Set up the furniture
Set dress
Set up your seating

A good tip is to ask for lots of people to come and help with step 1, the carrying and moving. Then, once everything is in the room, send most people home and just have your really good, well trained team to help with the actual set up. Some shows have actors, extra crew, and friends from LUTG come and help for the carrying, then send them all home and just have SMS, ASMs, and SEOs with the rest.

Tech stuff

Okay, so you've been to tech training, so you know how to rig and patch your lights, but you have no idea what 'focusing' is. Don't worry.

Focusing your lights just means shimmying them around so that they sit at the perfect position to light your stage.

- Position
- Focus
- Size and shape

Position is pretty simple. You literally move the light, by hand, until its covering the bit of the stage you want it to cover. You don't want it on the audience, or the ceiling, or on the back wall behind your flats.

Focus is how harsh the edge of your light circle is, if you want a very hard line, like a spot light, this is when you do that. This is adjusted via a dial on the side of the lights.

Size and shape is similar to your focus. How big do you want your lighting circle to be? How much of the stage do you want this one light to cover? Shape is controlled through the barn doors, these are also on the light, and they mean you can cut off sections of the light 'circle' if you want. For example, is the very bottom of your light was in the front row of the audience, you can cut it off using these.

This process of 'focusing' your lights takes longer than you think so leave plenty of time. Some people do this process on the Saturday morning before the show, rather than Friday night.

It's also very useful to have 'bodies' for this process. That just means having some people who are free, who you can boss around the stage. You can ask them to stand anywhere on stage, so you can see if they are lit correctly.

Things to remember

Don't be afraid to ask questions. The SEOs are there to help, and have done this loads before so if you've forgotten how to do something (even if its setting up the lighting stand!), please ask.

Don't panic. If something doesn't go to plan, whether it's set or tech, don't panic. The show will go on, it's never that deep.

Take breaks!! This is really important, no one should be working for more than 90 mins without a 15 min break. So remember to schedule these into your plan. THIS INCLUDES YOU. You are not exempt from needing breaks, keep in mind you have a whole show weekend to do, so please take breaks.

Food and drink!! Have plenty of snacks and drinks, it's a tiring night, you need fuel.

HAVE A PLAN. TAKE BREAKS. DON'T PANIC. ASK FOR HELP.

Any questions:

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