



Performer / Band,

We are looking forward to doing sound at your performance. In order to make your experience and performance the best it can possibly be, we hope you will read this letter and provide as much information and detail as you can. The more accurate information we have, the better we can prepare and provide flawless sound and quick setup at your performance. The goal is to allow you to play music and not worry about the sound and setup.

Attached you will find a Stage Plot sheet and a Sound Input sheet. The easiest way to fill these out is to assign an ID# to each person and locate it on the Stage Plot. Then put that number on the Sound Input sheet with what is needed for that ID#. For instance, use an ID# of 1 and put it in the center of the stage. Maybe this is a singer playing guitar on a di box needing an XLR and a banjo using a microphone. Put 1 in the center of the stage plot and fill the Stage Input sheet with 1 in the "ID#" column with 3 rows, 1 with VOC, 1 with XLR and 1 with INS in the "Type" column.

Below are abbreviations for "Type" that work well:

VOC – Vocal microphone

INS – Instrument microphone

XLR – 3-pin XLR cable

QTR – 1/4" Instrument cable

POW – Power

OWN – A specialty microphone you will provide. Please give some description.

If any one of these need phantom power, indicate that with an *asterisk

Also enclosed is a sample of each of these sheets filled out for a performance.

Please return the Stage Plot sheet and Sound Input sheet via Email or USPS.

Mailing Address:

Quad Productions

7184 Washington Road

Carsonville, MI. 48419

Email Address:

quad@quadproductions.net



A Few Tips

Some things to keep in mind to make things easier for everyone and help your set go as smoothly as possible. Our goal is to let you concentrate on your performance while we worry about the sound.

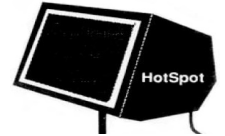
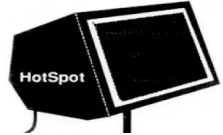
Setting Up & Changeovers

- Please arrive at least 30 minutes before the start of your set to meet with us to verify your stage plot and needs.
- Have your instruments and equipment as ready as it possibly can be.
- Based on your submitted stage plot, we will have the basic setup programmed before the actual show so, any changes will delay your start time.
- There is 15 minutes scheduled to allow for tearing down and setting up each act. If it goes beyond that time, it will cut into the time you can play. On the other side of that, if we get ready to go sooner, you will get more time. Keeping that in mind, when you are done, PLEASE get off the stage to make room for the next act as quickly as possible. You can talk to your fans and supporters after you are off the stage.

Some Sound Tips

- If we are putting microphones on your amps, put your volume level as low as you can without losing the sound you want to get out of your amps. We can add the level you need to your monitor, but if your amps are too loud, we cannot take it away from the front of house sound and it may not be mixed loud enough in the mains to carry to the back of the house.
- We have multiple monitor sends and should be able to satisfy your needs. Typically we try to have someone on the side of the stage to adjust the monitor mix for the first couple of songs. Look to them if you need adjustments.
- If you have a volume knob on your instrument and you are "plugging in", adjust your volume to about 50%. This usually works well. If the signal is too weak or strong, we will let you know. Also, make sure you have good batteries in it if it uses batteries. We run into weak or dead batteries all of the time.

Stage Plot Sheet

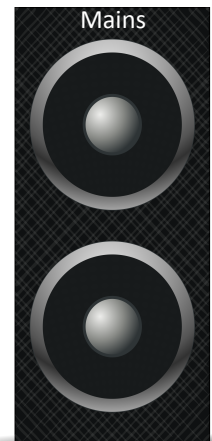
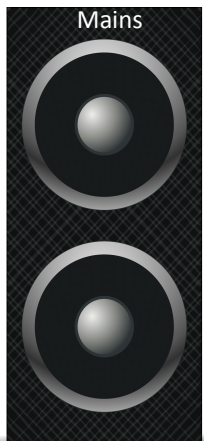


1

2

3

4



Audience



Sound Input Sheet

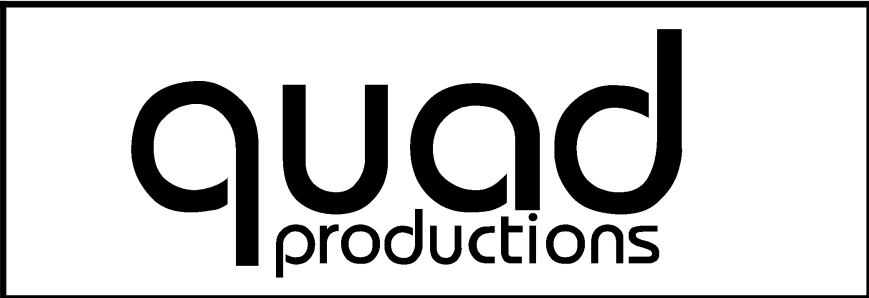
PERFORMER OR
BAND: Thumbfolks

PERFORMANCE
DATE: 1/1/17

TIME: 2 pm

ID#	NAME	TYPE	WHAT	NOTES
1	MIKE	VOC		
1		XLR	GUITAR DI	
1		INS	BANJO	
2	TOM	VOC		
2		QTR	GUITAR	INCREASE LOW END AND CUT BACK ON HIGHS
3	DEAN	VOC		
3		XLR	GUITAR DI	
3		XLR*	MANDOLIN	PHANTOM POWER
4	WALT	INS	BASS AMP	MIC FOR BASS AMP LOCATED IN THE BACK
4		POW	BASS AMP	

TYPES: VOC = Vocal Mic | INS = Instrument Mic | XLR = 3-pin XLR Cable | QTR = 1/4" Instrument Cable | POW = Power
OWN = Specialty Microphone You Provide (Please Describe) | If any of these need Phantom Power, indicate with an asterisk *



Sound Input Sheet

PERFORMER OR BAND:

PERFORMANCE DATE:

TIME:

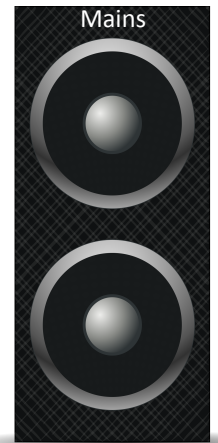
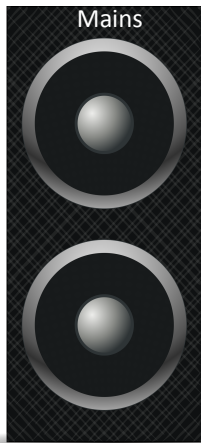
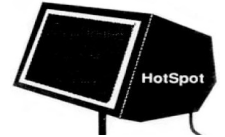
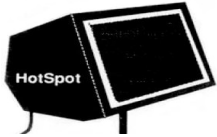
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Performer / Band: 	Performance Date: Performance Time:
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Stage Plot Sheet



Audience