

Live Production Program

Operational Support Documents

School: Stephens County Middle School

Courses: Introduction to Live Production; Live Production & Event Technology

Instructor: Joel M. Martin

1. Cross-Collaboration Boundary Statement

Live Production & Event Technology and Introduction to Live Production are **cross-collaborative courses** designed to support and enhance other performance- and media-based programs within the school. Collaboration is intentional, structured, and guided by clearly defined boundaries to ensure instructional integrity, student safety, and mutual respect between courses.

Purpose of Collaboration

Collaboration exists to: - Support live performances and school events - Reinforce real-world production workflows - Allow students to experience professional team-based environments

Instructional Boundaries

To maintain clarity and protect all programs involved: - Live Production courses **do not replace or override** instruction provided by Chorus, Theatre, or Video/Film Technology classes - Content-specific instruction (e.g., singing, acting, camera operation) remains the responsibility of the respective course instructor - Live Production focuses on **technical execution, staging support, switching, audio reinforcement, lighting, and coordination**

Authority & Supervision During Productions

- During collaborative events, **shared authority** is expected and required
- Students must follow directions from authorized instructors and supervising staff
- Safety-related instructions take priority over all other considerations

Failure to respect collaboration boundaries may result in administrative review or course reassignment.

2. Substitute / Emergency Coverage Guide

This guide is provided to ensure continuity of instruction and student safety during substitute coverage or emergency situations.

Substitute Expectations

When a substitute is present: - Students **do not operate production equipment** - Lessons shift to discussion-based, video-based, or review activities - Equipment remains powered down and secured

Emergency Coverage Protocol

In the event of an emergency or instructor absence: - Students follow school-wide emergency procedures - No equipment operation occurs without the instructor present - Administration or designated staff may supervise students

This protocol prioritizes **student safety and equipment protection**.

3. Student Portfolio Artifacts

Students in Live Production courses may compile **portfolio artifacts** to document learning and growth.

Possible Portfolio Artifacts

Artifacts may include: - Production role reflections - Technical diagrams or setup plans - Cue sheets or run-of-show documents - Safety checklists - Written critiques of live events - Photographic documentation (when permitted)

Purpose of Portfolios

Portfolios are used to: - Demonstrate skill development - Encourage reflection and professional growth - Support pathway advising and future course placement

Portfolio artifacts are instructional tools and are not public-facing without permission.

4. Course Needed Equipment List

Audio Systems

- **Digital audio mixing console** (instructor-controlled)
- **Analog audio mixing console** (instructional use)
- Wired microphones (handheld, lavalier, headset)
- Wireless microphone systems (supervised use)
- Stage monitors and/or speaker systems
- Audio cabling (XLR, TRS) and direct boxes (DI)

Instructional Rationale:

Students are trained on **both digital and analog audio mixing consoles** to prepare them for a wide range of real-world venues. Many performance spaces use legacy analog systems, hybrid systems, or fully digital consoles. Students must be able to adapt to whatever equipment is installed at a venue.

Instruction includes: - Signal flow fundamentals (analog vs. digital) - Gain staging and EQ principles - Routing and monitoring concepts - Troubleshooting common audio issues across platforms

Student Access Level: Supervised only

Lighting Systems

- **Analog lighting control systems** (manual faders, dimmer-based control)
- **Digital lighting control systems** (DMX-based consoles or software)
- LED and conventional lighting fixtures
- Lighting stands, clamps, and safety cables
- DMX cabling and power distribution

Instructional Rationale:

Students are trained on **both analog and digital lighting control systems**. Some venues still operate manual or dimmer-based lighting systems, while others use fully digital DMX or software-driven control. Students learn to understand lighting principles independent of the control platform.

Instruction includes: - Manual vs. programmed lighting control - Channel addressing and patching concepts - Intensity, color, and focus fundamentals - Safe rigging awareness (no independent student rigging)

Student Access Level: Supervised; no independent rigging

Video & Visual Systems

- Video switcher (live switching)
- Display systems (projectors, TVs, LED walls)
- Video cabling and signal converters
- Confidence monitors and stage displays

Instructional Note:

Camera operation remains the responsibility of Video/Film Technology when applicable. Live Production students focus on **video switching, signal routing, and display management**.

Hybrid Production Systems (Real-World Configuration)

Students are introduced to **hybrid production environments**, which are common in professional venues. Examples include: - Analog microphones and stage inputs feeding a

digital front-of-house (FOH) console - Digital lighting control paired with manual backup systems - Mixed signal paths requiring adaptation and troubleshooting

Instructional Focus:

Students learn to: - Identify hybrid systems quickly - Trace signal paths across analog and digital components - Adapt workflows based on available infrastructure - Maintain safety and communication across system types

Staging & Physical Production

- Risers and platforms
- Scenic elements and backdrops
- Floor tape and stage markings

Student Access Level: Supervised; lifting and placement only with instructor approval

Power & Safety Infrastructure

- Power distribution units
- Stage-rated extension cables
- Cable ramps and covers
- Personal protective equipment (when required)

Student Access Level: Instructor-managed

Documentation & Workflow Tools

- Cue sheets and run-of-show templates
 - Safety checklists
 - Equipment tracking logs
 - Incident documentation forms
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Student Access Guidelines

- Equipment use is **instructor-supervised only**
- Access levels vary by course and experience
- Safety training is required before hands-on use

Equipment lists may be updated as program needs evolve.

These operational documents support safety, clarity, collaboration, and program sustainability.

Appendix: Student-Facing Comparison Chart

Analog vs. Digital Production Systems

Category	Analog Systems	Digital Systems
Control Method	Manual knobs, faders, switches	Software-based or programmable interfaces
Setup Style	Physical patching	Virtual routing and presets
Learning Focus	Signal flow fundamentals	Workflow efficiency and recall
Venue Type	Older or legacy venues	Modern or upgraded venues
Adaptability Skill	Hands-on troubleshooting	Scene management and automation

Instructional Goal:

Students learn that **both systems are valid and still used** in professional environments. Mastery of fundamentals allows students to adapt confidently to any venue configuration.