

# National Sun Yat-Sen University

## Department of Theater Arts

### Regulations of Lighting and Audio-Visual Equipment

Approved by the 2<sup>nd</sup> Department Affairs Council, Academic Year 98, September 10<sup>th</sup>, 2009

Revised and approved by the 10<sup>th</sup> Department Affairs Council, Academic Year 98, March 3<sup>rd</sup>, 2010

Revised and approved by the 2<sup>nd</sup> Department Affairs Council, Academic Year 99, September 23<sup>rd</sup>, 2010

- I. The regulations are applicable to all teachers and students of the department.
- II. The professional equipment of this department is used for teaching and supporting courses and performances in the department. It cannot be used for personal business. Violators will not be allowed to borrow any equipment from this department.
- III. Available time: Monday to Friday morning 9:00~12:30, afternoon 1:30~5:30 course time. During non-course hours, an instructor is required to supervise or the user is approved to be capable of operation.
- IV. Term of use:
  - A. Before using the equipment, it is necessary to confirm whether the accessories are missing and the machine is functional. If the equipment is found to be damaged, lost, or unusable, please notify the department for inspection and maintenance.
  - B. Regulations for the lighting equipment:
    1. Lighting equipment is limited to courses. Please do not move or remove related wires without permission. If you need to move due to circumstances such as school or department performances, please contact the department office.
    2. Before using the lighting and audio equipment, please check whether the plugs are connected, and pay attention to uneven or waterlogged place. Any damage is required to be compensated.
    3. Please pay attention to whether it will conflict with the electricity used by the lighting during the performance of the crew. If the performance venue is in any classroom on the third floor, please avoid using the same socket in the same classroom as the lighting to avoid power skipping (note 1); Due to the particularity of the venue and the need of breaker box on the second floor, please fill in the application form in advance.
    4. When the lamp is hot, do not put the light away and move the light holder immediately, and do not turn on and off continuously during use, which may cause the filament to break or shorten the bulb's lifetime.

5. Please wait for the light plate to dissipate before putting it away.
6. When loading and unloading bulbs, do not touch them directly with bare hands.
7. Please tighten the screws of the lamp holder and lamps.
8. Please use light filter paper sparingly and wrap the cords neatly.
9. Before using lighting equipment, please warm up the light to extend bulb's lifetime.
10. Before using lighting equipment, please check the voltage of the site and be sure that the power can be loaded to avoid danger.

C. Regulations for the audio equipment:

1. Audio equipment is limited to courses, please do not move or remove related wires without permission. If you need to move due to circumstances such as school or department performances, please contact the department office.
2. The audio equipment in the classroom on the third floor is not allowed to move or take away the related wires without permission. Please refer to the regulations.

D. Regulations for the video recording equipment:

1. The user shall charge the equipment one day before to facilitate the operation of the equipment. If you need to use the battery, please bring your own battery.
2. It shall be tested on site before use to check whether the equipment is functional.
3. Please bring your own air dust blower, lens cleaning wipes, cotton swab to clean and maintain the body and lens.
4. After use, please save the photographic files by yourself.

E. Regulations for the recording equipment:

1. The equipment shall be tested on site before use to check whether the equipment is functional.
2. After use, please save the recording file by yourself.

F. Regulations for laptops:

1. The equipment shall be tested on site before use to check whether the equipment is functional.
2. Do not download and install illegal software, otherwise the legally responsible user shall be responsible for it.
3. After use, please save and delete the file yourself.

G. Regulations for the projector:

1. The equipment shall be tested on site before use to check whether the

equipment is functional.

2. After using it, please reset the equipment and check the remaining hours to fill in.
- V. The above unmentioned matters shall be handled in accordance with the relevant instructions.
- VI. These regulations were approved by the Department Affairs Council. Modifications shall follow the same procedure.

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

Note:

1. In the classroom on the third floor, the power consumption of each general socket is about 7 amps, the power consumption of a stage lamp is about 5-10 amps, and the general amplifier is about 3 amps. When using the same socket at the same time, there may be short circuit. Do not connect lamps and audio amplifiers at the same time.
2. The power consumption of a stage lamp is about 3A, and the power of a socket in a general classroom (such as classrooms 308 and 113) is about 7A. Do not connect more than two lights to a single socket to avoid short circuit.
3. Do not connect more than two lamps in parallel (using Y buckle) to avoid short circuit and burn the bulbs.