F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

CONSOLE AND CABLE LABELING

Standard Applicability and General Principles

- This standard is applicable for setups where the setup technician may not necessarily be the operating technician or where there may be multiple operators. The intention of this standard is to provide an environment where any technician could approach a console or cable run with multiple cables and clearly understand signal patching and routing.

- *Labeling general principles:*
    - *Consoles:* a strip of white "board tape" should be affixed to an open area on the console which aligns with the channels or selectors to be labeled.
    - *Cables:* a strip of white "board tape" should be wrapped around a cable and doubled over onto itself, creating a tape "flag" to be written upon.
        - Standard masking tape should not be used as this may leave adhesive residue on the equipment which can damage the equipment and is very difficult to remove.
    - *Once tape is affixed, writing/labeling should be done with a black Sharpie or other permanent marker.*

Audio Mixers

- *Inputs must be connected into mixer channels and arranged in the following standard order:*
    - Lectern mics **[Lectern1…]**
    - Lavaliere mics (wired or wireless) **[Lav1…]**
    - Table mics (wired or wireless) **[Table1…]**
    - Question & Answer mics **[Q&A1…]**
    - Video/Graphics playback sources **[CPU1, DVD1, DV1, Beta1, Turbo1…]**
    - Audio playback sources **[CPU1, iPod1…]**
- *Each channel must be clearly labeled using the above naming conventions.*
- *Output section must also be clearly labeled.*
- *Any auxiliary or matrix in use must also be clearly labeled.*

Video Switchers

- The intent of labeling a video switcher is to provide any operator with the necessary information to quickly and accurately perform switching functions.

- ***In general, multiple computer sources should be designated using sequential numbers, and multiple playback sources should be designated using sequential letters*** (i.e. PC1…, Mac1…, DVD1…, etc.)**.**

Conventional Lighting Consoles

- The intent of labeling a lighting console is to provide any operator with the necessary information to quickly and accurately execute lighting cues.

- ***In general, and depending on the console, label channels and/or subgroups by area or instrument*** (i.e. Lectern, Head-table, SL, SR, C, etc.)**.**

Cables

- The intent of labeling cables is to allow any operator to be able to quickly identity the signal being carried on a given cable for troubleshooting or initial connection purposes in long cable runs or runs with multiple cables of similar type (i.e. mic cables, video cables, etc.).

- ***In general, if multiple cables of a similar type are to be run in the same cable path, either in the case of multiple sources or redundancy/backup purposes, all cables must always be labeled at both ends of the cable run.***
  - As soon as a cable run is made, affix flags to cables and label both ends immediately to reduce the possibility of confusion over cables' identities.
  - In the case of long cable runs, or cables to be installed on truss/cable bridge, into a ceiling, under carpet, in a booth wall, etc., cables must be flagged and labeled on the ground ahead of time so to eliminate confusion prior to the cable run ever being made.
  - ***On-stage:*** Affix cable label flags in such a way so that the label cannot be seen by the audience, but is near enough to the cable end to serve its purpose. At no time should a cable label ever be able to be seen by an audience member or on camera.
  - ***Source (not on-stage) and/or destination end:*** Affix cable label flags approximately 6"-12" away from the cable end for easy reference by a technician.