A- Preparation for the Long Room party:

1- Event Forms – two are required, one for the Dinner itself (signed by Brian Cole, Joan Fraser, Tom (Head Porter) and Gideon (Junior Dean), in that order), and one for the after party (signed by Joan Fraser, Chris Conway (Clerk of Works) for the lights and MCR PA system, Tom (Head Porter) and Gideon (Junior Dean), in that order).

2- At the beginning of term: book the Long Room with Joan Fraser (joan.fraser@new.ox.ac.uk) from 5 PM for that Friday evening, till Noon the next day for clean-up. The event form should reflect the actual hours of the event (8PM till 11PM).

3- Appoint 5 people for set-up, 5 people for clean-up, 1 person to place the name tags, 1 person to open the MCR bar for wine purchase between 6PM – 7PM, 2 people for the early bar shift, another 2 people for the late bar shift.

4- Drinks:
   a) Alcohol (for an average-sized long room party) needed :   4 bottles of (1L) gin, 4 bottles of (1L) vodka, 3 bottles of (75cl) Rum, 2 bottles of (75cl) Whiskey
   b) Mixers: 10 bottles of (1L) tonic water, 5 bottles of (2.5L) Coke, 2 bottles of (2.5L) diet coke, 4 boxes of (1L) orange juice, 4 boxes of (1L) cranberry juice
   c) Beers, ciders and ales: Around 40 bottles (33 cl) of beer, 10 bottles (50cl) of cider and 5-10 bottles of ale
   d) Wines: 1 carton of red wine and 1 carton of white wine

5- The social secretaries should send an e-mail to the MCR of the seating plan link and ask them to put their group in by Thursday the latest.

6- The IT Officer should send an .xls copy of the seating plan to Anita Rowlands (anita.rowlands@new.ox.ac.uk) no later than 10 AM on the day of the guest night dinner. Anita puts the printed labels and the name tags by the window ledge right next to her office in Staircase 4.

7- The treasurer should contact Linda Goodsell (linda.goodsell@new.ox.ac.uk) and ask for a termly battels list to keep track of who drank how many and to battle them at the end of term. This list is kept within the cashbox.

8- The social secretaries should book one or more DJs to play during the night.

9- The porters may indicate on the Event Form that security is required for the event. In this case, the social secretaries should book security for the night. It would cost approximately £60 if you book James Weller or someone from within the college.

B- Set-up:

1- Get the Basement Store, Long Room and Long Room Table Store keys from the lodge.

2- Bring out a (DJ) table from the table store room downstairs.

3- There should be 5 stands, two for the speakers, and three for the lights. The three relatively new-looking, metallic stands with partially black legs are the light stands. The black stand is for one speaker and the completely metallic and relatively old stand is for the other speaker.

4- Bring the mixer desk (the black box that looks like a type-writer case), the drinks, the stands, the speakers, the lights, the light desk, the box full of cables, the cash box and the battels list from the basement store.

5- Plug the orange extension cable to the power inlet that is located behind the piano, above the stone wall. Now you have power.

6- Put the speakers on top of the speaker stands and power them and plug them into the mixer. See below for connections from the back of the mixer to the speakers. Test if the sound is working.

7- There are 2 rectangular and 4 cylindrical lights. On one stand, place two cylindrical lights, on the other, place two cylindrical lights and two rectangular lights. This means that the stands are balanced, and minimizes the risk of the stands falling over.

8- Configure the lights (See Appendix).

C- Shifts

1- The first shift:
   - Get ice from the SCR kitchen or the hall and take it with you to the Long Room 10 minutes before your shift starts.
   - Make sure you have a bottle opener, and some kind of measure for the alcohol.
   - Place the canned drinks in a box full of ice. (Do not use the ice from the box in drinks.)

2- The late shift:
   - Make sure that you put 1) the cash box and 2) as many drinks as you can, especially the spirits (e.g. bottles of vodka, gin, etc.) back to the basement store. Never leave the cashbox in the Long Room after the party. It has been stolen before.
   - Make sure both entrances of the Long room and the basement store are locked.
   - Return the keys back to the lodge.

D- Clean-up:

1- Collect the used cups in the room and put them in rubbish bags with the used bottles and empty cans and boxes.

2- Wipe the bar surface

3- Disconnect the speakers and the lights, make sure the cables are not entangled and put them back in to the cable box.

4- Pack the lights, the mixer desk, the light desk and the rest of the equipment back to their cases / boxes.

5- Lock the table back to the table store room.

6- Carry all the MCR-owned equipment, extra drinks, bottle openers, etc. back to the basement store.

7- There should not be more than £50 in the cashbox at any point in time. The treasurer should keep track of this.

8- Do not put any electronic equipment on the floor in the basement store. The room floods. There is a wooden pallet that you can put the speakers and all other electronic equipment on.

Appendix

Music Set-Up   :

3.5mm to Phono Cable	
2 Long XLR Cables	
Mixer in box	

Back of the DJ Mixer (pretty much identical to this)
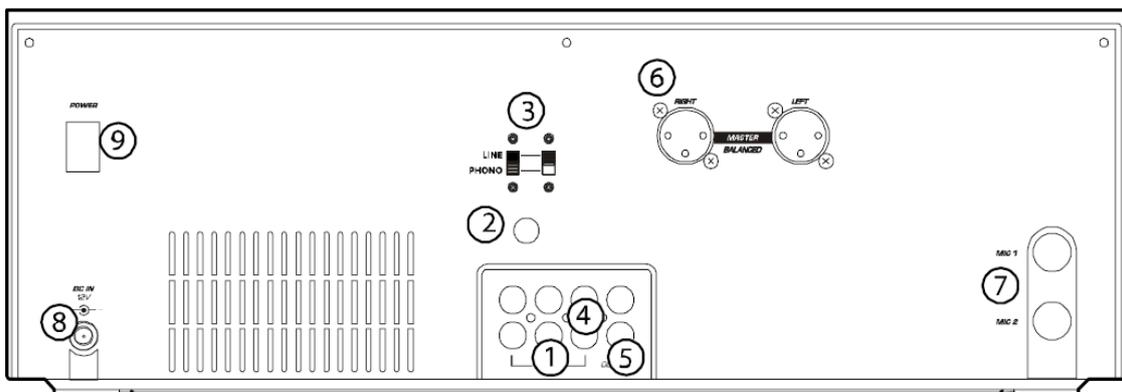
Important bits are:

1) Inputs

3) Line/Phono Select

6) Outputs

Connect the power (8) and turn the desk on (9)
Connect the 3.5mm Jack (headphone jack) to Phono cable into Ch1 input on the back of the mixing desk (1).
Ensure the relevant switch (3) is set to LINE.
**Connect the correct end of an XLR cable to each of the main outputs (6).**
Connect the other ends to the INPUTs on the PA speakers.
Make sure that the level on the PA speakers is set to the middle (should be between the black and white segments, pointing straight upwards)
Make sure that the other knob points straight upwards (towards ???)
Turn the speakers on.

Front panel of the DJ Mixer (Doesn't look exactly like this, but it's close enough)
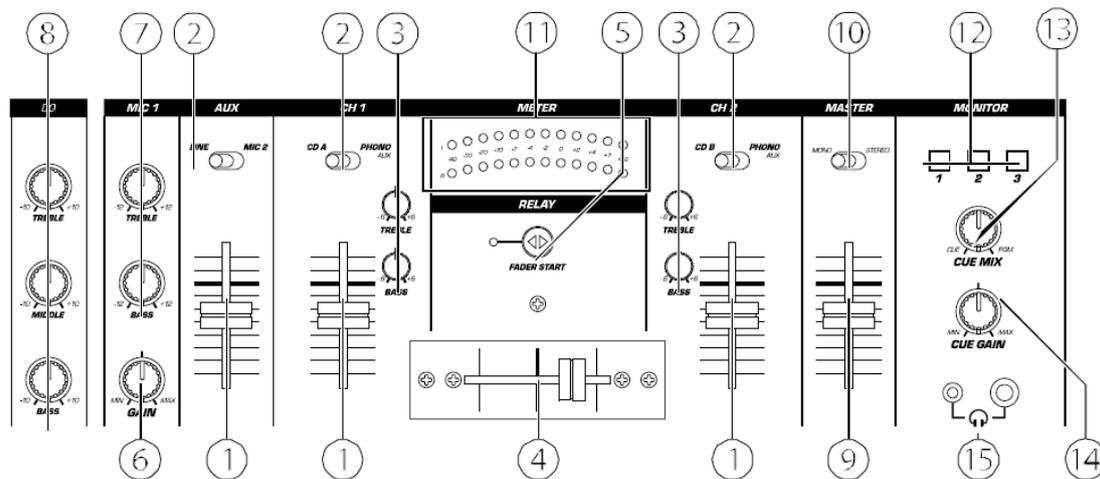
Make sure all the faders (sliders) are at 0.
Switch the Ch1 Input (2) to PHONO.
Move the Ch1 fader (1) to the thick line.
Move the pan fader (4) to the middle.
Switch the Master Output switch (10) to Stereo.

If your speakers are on, and you have music playing, then SLOWLY increase the level of the master output fader (9).

Once you have verified that everything is working, take the level of this fader down to 0, and point the DJ towards this as the main volume control.
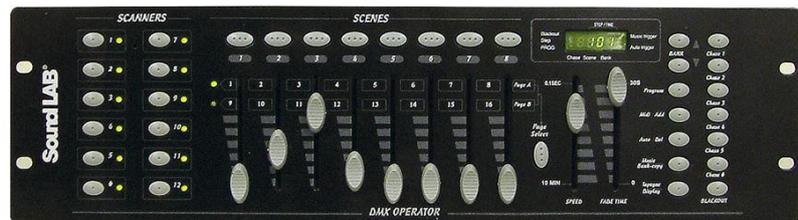
Lights

Cans x4	
Derby x2	
Lighting Desk	
XLR Cables (many)	

Connect the DMX output from the Lighting Desk to the DMX input of one of the Cans using an XLR cable.
Connect the DMX output of that Can to the next, and so on, until all Cans are daisy-chained together. The order of connection does not matter. Do not connect the cans to the Derbys.
Press the Chase 1 or Chase 2 Button – these have been pre-programmed to do the Right Thing.
Press the Auto/Del button, to turn AUTO mode on (auto indicator should be lit)
Adjust the sliders marked "Speed" and "Fade Time", to select the desired transition between colours. Speed is how often the colour changes, Fade Time is how long it takes to change colours, when the change happens.

Connect the two Derbys together using another XLR cable
That's it; they're done.

Berkan Sesen (President)

Jonathan Storey (Social Secretary)