



Console Training Request

Electronic Theatre Controls, Inc. · 3031 Pleasant View Rd Middleton, WI 53562
608/831-4116 · 608/836-1736 (FAX)

Dear Customer,

This letter explains how to schedule training for an ETC console that was purchased with ETC training. Please complete the form and submit it to us at least three weeks before the first training date you request. Please follow these steps to ensure that the console training will be scheduled correctly.

1. Determine when the console will be delivered.
2. Determine when your customer will be available for the full 8 hour training session and set that as the date for training.
3. Fill this form out with your customer's input in order to determine skill level and experience with similar consoles. This will aid ETC in providing a trainer that is best suited to meet your customer's needs.
4. Fax **both pages** of this form to the ETC Project Manager assigned to your project.

Once the ETC Project Manager receives your Console Training Request, we will schedule an ETC Field Service Technician. ETC will make every effort to accommodate your requested date and specific training needs, but if we can't, we will notify you immediately.

Thank you for your help and thank you for choosing ETC equipment. If you have any questions or problems, please contact ETC.

Console Training Needs

The following checklist will provide ETC with an idea of the skill level, and types of console topics, that should be covered during the training session. By filling this out, ETC will be able to best match the trainer to the customer's training needs.

Previous Console Programming Experience:

- Only conventional fixture programming (no moving lights)
- Some moving light experience, but mostly conventional programming
- Experienced moving light programmer and operator

The following subjects are most important to the enduser:

- Basic use of the console, focused primarily on conventional lighting control with some moving light instruction
- Medium level of use, including basic programming as well as some advanced features, including moving light programming
- Advanced level of use, focus exclusively on moving light programming and advanced console functions. This is for users with substantial prior experience with the console or with another moving light console.

The venue currently owns, and will be setup for the training session, with the following equipment:

- Conventional fixtures only, no moving lights
- DMX-controlled devices, such as color scrollers and/or strobes
- Less than 10 moving lights
- Exclusively moving lights and some conventional fixtures



Console Training Request

Electronic Theatre Controls, Inc.

Please fill out form completely and submit it to us at least three weeks before the commissioning date you request.

Today's Date:

Project Information

Job Name:	ETC Job Number:
ETC Project Manager:	Purchase Order Number:

Please make certain that these tasks have been performed before the trainer arrives on-site:

The console and all peripheral devices, including the monitors, should be unboxed and ready for assembly on a work surface

Any cabling, including DMX and/or ethernet should be run and ready to connect to the console

The dimming system, if needed for conventional fixtures, should be powered-up and ready to receive signal from the console

All moving lights, should be hung, powered-up and addressed

The trainee(s) should coordinate with their facilities staff in order for the trainer to have full use of the venue as it pertains to the training of the console, including use of the stage, house, lighting rig, and lighting positions.

Site Information

End User Contact:	Title:
Phone:	Fax:
Street Address:	
City/State/Zip:	

Training

Person to contact for training:	Phone #:
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The following representative will be responsible for signing off on the system once training had been completed.

Name:	Title:
Requested Training Dates: Please list 3 dates that would be convenient for the customer. 1. 2. 3.	Off Site/First Show Date:

Sold to Authorization:

I have reviewed and completed the console training checklist with my customer

Signature: _____ Date: _____

Factory Confirmation

TO BE FILLED OUT BY ETC

Commissioning Date:	Field Service Tech:	Phone:
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