**POST-SHOW CHECKLIST FOR STRIDER THEATER STAGE MANAGERS**

*This list is intended for use at all Tech Rehearsals and Performances  
(Front-of-house staff are only present at performances)*

Green Room:
- Lights turned off
- Turn off anything that is plugged in
- Both windows shut and locked
- Both doors locked

Men’s Dressing Room:
- Hall light, mirror lights, bathroom lights, & power to dressing tables all turned off
- Both doors locked

Women’s Dressing Room:
- Hall light, mirror lights, bathroom lights, & power to dressing tables all turned off
- Both doors locked
- Close and lock windows in each stairwell
- Turn off stair lights by dressing rooms and green room
- Turn off lights in glass hallway stage left
- Shop phone receiver placed back on hook
- Shop locked and lights turned off
- Upstage left door closed and locked
- Outside light switch (by house left emergency exit) turned off
- If necessary, close windows, turn off lights and lock the dance studio

Sound Booth:
- Windows locked
- All lights turned off
- Door locked

Light Booth:
- Booth phone receiver placed back on hook
- Booth windows locked
- All lights turned off
- Door locked

☐ Complete “Post-Rehearsal Checklist for Strider Theater Stage Managers”
☐ Check-in with House Manager before you leave (it is important that the House Manager know that you, your cast, and your crew have left or are leaving the building)