

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*)