

PRE-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)*

UPON ARRIVAL TO BUILDING (At Least 15 Minutes prior to the call time)

- Complete "Pre-Rehearsal Checklist for Strider Theater Stage Managers"
- Outside light switch (by house left emergency exit) turned on
- Shop unlocked (all three doors) and lights turned on
- Take shop phone receiver off hook and push orange "Goodbye" button
- Turn on lights in glass hallway stage left
- Upstage left door keyed open and held open
- Turn on stair lights by dressing rooms and green room
- Women's Dressing Room:
 - Both doors unlocked
 - Hall light, mirror lights, bathroom lights, & power to dressing tables all turned on
 - Monitor volumes set to: ____
- Men's Dressing Room:
 - Both doors unlocked
 - Hall light, mirror lights, bathroom lights, & power to dressing tables all turned on
 - Monitor volumes set to: ____
- Green Room:
 - Both doors unlocked
 - Lights turned on
 - Monitor volume set to: ____
- Dance Studio (Only if being used by show):
 - Doors unlocked
 - Lights turned on
- Light Booth:
 - Door unlocked
 - Fluorescent lights turned on
 - Window unlocked and open
 - Take booth phone receiver off hook and push orange "Goodbye" button
- Sound Booth:
 - Door propped open
 - Fluorescent lights turned on
 - Window unlocked and open
 - Stage Manager running lights on
 - Stage Manager monitor volume set to: ____

6:00pm (12:30pm)

- Check attendance on sign-in sheet and call latecomers
- Preset all off-stage props, gels, etc. (ASM's / crew)
- Sweep and mop glass hall and stairs leading to dressing rooms and green room (ASM's / crew)
- Vacuum shop rugs (ASM's / crew)
- Confirm that light and sound checks are underway
 - Check here when Light Operator has notified you that light check is complete
 - Check here when Sound Operator has notified you that sound check is complete

PRE-SHOW CHECKLIST *continued*

6:30pm (1:00pm)

- Call “30 minutes until house open”
- Introduce yourself to House Manager - this is usually a different person for each performance
- Inspect glow tape and fix if necessary
- Inspect spike marks and fix if necessary
- Sweep and mop the stage (make sure floor is sealed) (*ASM's / crew*)
- Vacuum backstage rugs (*ASM's / crew*)

6:45pm (1:15pm)

- Call “15 minutes until house open”
- Pre-set all onstage furniture, props, etc. (*ASM's / crew*)
- Check run lights

6:55pm (1:25pm)

- Call “5 minutes until house open”
- Fluorescent lights turned off in light booth, sound booth, & glass hallway stage left
- Light booth door & light and sound booth windows shut (but left unlocked)
- Call first light and sound cues
- All work lights turned off, “System Lockout” on, house light control tested
- Confirm with House Manager that you are ready to open house in five minutes

7:00pm (1:30pm)

- Make sure the stage is clear
- Notify House Manager that you are ready to open house
- Call “Half-hour and house is open”

7:15pm (1:45pm)

- Call “15 minutes”

7:25pm (1:55pm)

- Call “5 minutes”
- Confirm with House Manager that you are ready for house to close in 10 minutes

7:30pm (2:00pm)

- Call “Places”
- Confirm with House Manager that you are ready for house to close in 5 minutes

7:35pm (2:05pm)

- Confirm with House Manager that house is closed
- Confirm that all performers and any pre-show presenters are in place
- Start the show (don't forget to start your stop watch)