

## **PRE-REHEARSAL CHECKLIST FOR STRIDER THEATER STAGE MANAGERS**

**UPON ARRIVAL TO BUILDING** (At Least 10 Minutes prior to the rehearsal):

- Central lobby door unlocked (hex key is in box office)
- House right theater door keyed unlocked

*At Light Control Panels, Back of House Right:*

- Press "On"
- Press "Rehearsal"
- Ghost light unplugged, cord stored neatly, light stored backstage
- All rehearsal items pre-set & ready for rehearsal
- Stage swept
- Director's table in place
- Rehearsal sound system turned on if necessary

## **POST-REHEARSAL CHECKLIST FOR STRIDER THEATER STAGE MANAGERS**

**PRIOR TO DEPARTURE FROM BUILDING** (You should be the last to leave the building):

- All rehearsal items neatly stored away
- Ghost light on & placed CS

*At Light Control Panels, Back of House Right:*

- Press "Off"
- Stage Door (upstage left) closed and locked
- Both pairs of theater doors at either end of first row locked and pushed tightly shut
- Both pairs of theater doors at back of house locked and pushed tightly shut

*If Leaving After Normal Building Hours (11:00pm):*

- Lobby display area lights off (two switches next to breaker panel in coat rack area)
- North door (by office) & central lobby door locked (hex keys are in box office)
- Lights turned off in front lobby, office corridor & main lobby corridor