

REHEARSAL CHECKLISTS FOR STAGE MANAGERS (STRIDER)

PRE-REHEARSAL

UPON ARRIVAL TO BUILDING (At least 10 minutes prior to rehearsal):

- House right theater door keyed unlocked

- At light control panels, rear house right:
 - Press "On"
 - Press "Rehearsal"

- Ghost light unplugged, cord stored neatly, light stored backstage
- Upstage left stage door open and unlocked (if using)
- Sweep stage
- All rehearsal items pre-set and ready for rehearsal
- Director and Stage Management tables in place
- Rehearsal sound system turned on, if necessary

POST-REHEARSAL

PRIOR TO DEPARTURE FROM BUILDING

(SMs are last to leave the building, with a buddy if late at night):

- All rehearsal items neatly stored away
- Upstage left stage door closed and locked
- Ghost light on & placed CS

- At light control panels, rear house right:
 - Press "Off"

- 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, please have a buddy if it's late at night):

- Lobby display area lights off (two switches next to breaker panel in coat rack area)
- Lights turned off in front lobby, office corridor & main lobby corridor