

SHOW CHECKLISTS FOR STAGE MANAGERS (STRIDER)

PRE-SHOW:

**Use this list for both tech rehearsals and performances. Front-of-house staff are only present at performances.*

UPON ARRIVAL TO BUILDING (At least 15 minutes prior to call time):

- Post new cast/crew sign in sheet
- 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
- 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

Downstairs Dressing Room:

- Both doors unlocked
- Hall light, mirror lights, bathroom lights, & power to dressing tables all turned on
- Monitor volumes set to: _____

Upstairs Dressing Room:

- Both doors unlocked
- Hall light, mirror lights, bathroom lights, & power to dressing tables all turned on
- Monitor volumes 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: _____

PRE-SHOW con't.

6:00pm (12:30pm)

- Check attendance on sign-in sheet and call latecomers
- Preset all off-stage props, gels, etc. (ASMs / crew)
- Sweep and mop glass hall and stairs leading to dressing rooms and green room (ASMs / crew)
- Vacuum shop rugs (ASMs / 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

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) (ASMs / crew)
- Vacuum backstage rugs (ASMs / crew)

6:45pm (1:15pm)

- Call "15 minutes until house open"
- Pre-set all onstage furniture, props, etc. (ASMs / 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

PRE-SHOW con't.

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 both ready for house to close in 10 minutes

7:30pm (2:00pm)

- Call "Places"
- Confirm with House Manager that you are both 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 and start your stopwatch to time Act I

INTERMISSION

*Intermissions are 10 minutes unless otherwise noted.

End of Act I:

- Stop stopwatch, record Act I run time, start stopwatch to time intermission

5 Minutes before end of Intermission:

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

2 Minutes before end of Intermission:

- Call "Places"
- Confirm with House Manager when you are ready for house to close the House

End of Intermission:

- Confirm with House Manager that house is closed
- Confirm that all performers are in place
- Stop your stopwatch and record the length of intermission
- Reset stopwatch and start Act II

POST-SHOW

*Use this list for Tech Rehearsals and Performances. Front-of-house staff are only present at performances.

Upstairs Dressing Room:

- Hall light, mirror lights, bathroom lights, & power to dressing tables all turned off
- Both doors locked

Downstairs 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

- All prop and set 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, 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)
- 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
- Check-in with House Manager before you leave (it is important that the House Manager know that you, the cast, and the crew have left or are leaving the building)