One Man, Two Guvnors
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Start-Up, Shut-Down Checklist
Date:

Initial next to task when complete

Start-Up		
	Unlock all doors	Jessie
	Turn on lights	Jessie
	Strike Ghost Light	Lili
	Hang Daily Schedule	Jessie
	Check Crew Calls	Lili

	Prepare for fight call
	   Sweep / mop rest. Setting
	   Set rest.rails
	   Turn table to rest. Setting in house
	   Set pier walls
	   Pull fight props	

	Sweep & mop stage	Crew

	Set Hand Props
	   BSL Props
	   BSR Props
	Preset Onstage props
		Crew

	Check Costume Presets	Lili

	Check prop presets
	   SL
	   SR
	   Trap
	   Cast
		Katie

	Get house radio	Jessie
	Check performer calls	Lili
	Distribute ClearComs	Katie
	Walk Stage/Backstage – CHECK ALL PRESETS	Lili, Katie

	Blue Lights ON
	   BSL/BSR
	   Trap
		Katie

	Work Lights OFF
	   Backstage
	   Trap
		Katie

	Places & Show Calls	Lili

Shut-Down		
	Check set for repairs	Lili
	Collect Clear Coms	Katie
	Wash props that deal with food	Crew
	Props in props cabinet	Crew
	Final Walkthrough	Lili, Katie
	Check/Dismiss Crew	Katie
	Check/Dismiss Cast	Lili
	Ghost Light ON	Lili

	Turn Lights OFF
	   Dressing rooms
	   Work Lights
	   FOH
	   Blue Lights
		Jessie

	Lock all doors	Jessie

Paperwork generated by Stage Management
If you have any questions or concerns please contact:
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