Sample Checklists

# Things to Do During the Run of a Show

## Pre-Show

* Call 30, 15, 10, 5, and places (more if asked)
* Gather actors for dance calls and fight calls
* Sweep and/or mop the Stage
* Make sure the house gets vacuumed
* Check to see if emergency kits or Murphy’s Law boxes need to be re-stocked
* Charge glow tape
* Go over the previous show/rehearsal’s notes
* Pre-set set pieces and props as needed
* Check in with SM, director and TD for odd jobs
* Check out a headset

## During Show

* Make note of any problems that arise, like things getting broken or lost, so that they can get fixed
* Dress curtains for set changes

## Post-Show

* Tidy up station
* Check on the actors, get them to clean the dressing room and go home
* Put the emergency kit back where it goes
* Make sure the set pieces get rearranged for “day use” of the theatre
* Check in with the director, TD, and SM for any notes or any odd jobs
* Send notes to the SM if they don’t already have them
* Check in the headset

# Things to be Done When the Show Closes

* Strike (as needed from crew to crew)
* Remove spike tape
* Repaint the stage
* Salvage the glow tape
* Full cleaning of the house, shop, costume lab, dressing rooms, and wings
* Pack and ship rentals
* Lock the catwalk ladder
* Collect all headsets and lock them in the cabinet
* Congratulate everyone on a good show!