Marjorie Prime

Stage Manager Preshow Checklist

_____12:15/6:15 → **Open Dressing Rooms**: Turn on lights

_____12:30/6:30 → **Damp mop the stage**

_____12:45/6:45→ **Check Props Placement**

_____1:00/7:00 → **Fluorescent → Blue Check:** DR, Shop, Booth

_____1:15/7:15 → **Channel Check**

_____1:30/7:30 → **House open**: Check with ushers and Leah

_____1:55/7:55 → **Call places**

_____1:55/7:55 → **House close**: Check with ushers and Leah

_____2:00/8:00→ **Go!**

Stage Manager Intermission Checklist
→ Check props placement
→Call places

Stage Manager Post Show Checklist

→Check props table to ensure all props are there
→Turn off all lights at end of the night

Marjorie Prime

Deck Chief Preshow Checklist

12:30/6:30 → Set Props

12:45/6:45 → Be backstage to help actors with hair/makeup/costumes

Deck Chief Intermission Checklist

→ Turn on dressing room lights
→ Strike props from stage (Everything but blue box and blanket)
→ Check placement of chairs and rocking chair

Deck Chief Post Show Checklist

→ Turn on dressing room lights
→Turn off blue lights (DR, crossover)
→Strike all props
→Sweep the stage