



Pre Show Checks

- ☐ Replenish batteries & mic tape for mic table
- ☐ Replenish water bottles (find in boosters closet)
- ☐ Check placement of -
 - ☐ 3 Tables with 3 chairs on each
 - ☐ 3 extra chairs
 - ☐ Shopping Cart
 - ☐ 4 Black box chairs
 - ☐ Quick change chairs set up with costumes
 - ☐ An empty props closet
 - ☐ Hospital bed
 - ☐ IV
- ☐ Make sure haze machine and Fans are on
- ☐ Check all sound effects and volume
- ☐ Mic Check & Group Mic Check
- ☐ Check Light Cues
- ☐ Confirm props are set
- ☐ Sweep & Mop the stage
- ☐ Walk the Isles for trash
- ☐ Turn off work light
- ☐ Turn off preset lights
- ☐ Double Check Spikes on Stage



Post Show Checks

- ☐ Pre-set:
 - ☐ 3 Tables with 3 chairs on each
 - ☐ 3 extra chairs
 - ☐ Shopping Cart
 - ☐ 4 Black box chairs
 - ☐ Quick change chairs set up with costumes
 - ☐ An empty props closet
 - ☐ Hospital bed
 - ☐ IV
- ☐ Sweep stage
- ☐ Throw away trash
- ☐ Double Check all quick change chairs for costume pieces
- ☐ Check that Costume Racks are put in Dressing Rooms
- ☐ Confirm Props have all been returned and put away
- ☐ Turn off fan & Haze