



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