



SM RUN SHEET

PRESHOW

5:15 pm	Arrive at theatre Unlock doors: -back of house left and right -stage door left and right -lower house door left (for La Vie Bohème) -dressing rooms and makeup room -green room -room 70 Unlock booth and turn on lights
5:30 pm	Look for sound engineer
6:00 pm	Check for crew arrival
6:10 pm	Check laptop- make sure set on highest screen resolution Check glo tape onstage and replace any missing pieces- including steps
6:15 pm	Check sign in sheet for actors- look for missing folks
6:25 pm	Five minute warning to mic check Projector test onstage
6:30 pm	Stage Open/Mic Check
6:55 pm	Close stage- announce 5 minutes to vocal warmup Final check of onstage preset (amp on, cord not tangled, posters hung, burn barrel struck, bucket on TR platform, phone on table spike, coats on chairs, Roger's chair on blue spikes, work lights off, run lights on, stand lights on, mic cart struck to shop Go into Lights 1
7:00 pm	Open House Announce half hour & vocal warm ups in dressing rooms
7:15 pm	Call 15 minutes
7:20 pm	Check in with ASMs Check in with House Manager- head to booth
7:22 pm	Have ASM call 5 minutes
7:27 pm	Have ASM call places
7:30 pm	Begin show (or when receive "house is closed" from house manager)

INTERMISSION

At 8 minutes in	Call 5 minutes
	Check in with ASM
	Check in with House Manger- head to booth
At 13 minutes in	Call Places
At house closed	Check for places, get Gary on headset

POST SHOW

At house empty	Announce house is closed and ask for work lights
	Go down to deck and check in with ASMs and crew
	-prop notes
	-consumables check
	-projector rewind
	Go down to dressing rooms to check with actors
	Make sure mic cart and projector are locked in light shop
	Make sure projector is off and douser is open
	Lock doors:
	-Dressing rooms and costume shop
	-Room 70
	-Green room
	-stage doors right and left
	-lower house door left
	-back house doors right and left
	Collect stuff from booth, turn out lights, lock door
	Go to office: write report, update website, email report & link