

# Reefer Madness Pre/Post-Show Checklist

November 14, 2017

1 Hour til show		14	15	16	17	18	19	20	21	22
	Upstage Vom doors opened									
	SL/SR Prop Tables set									
	Make sure all Legs are straight									
	Check Headsets									
	Check Intercom									
	Monitors									
	Sweep									
	Mop									
	Preset Cutouts Onstage									
	Walk Stage									
	Running Lights ON									
	Rail Lights set to Level									
	Works OFF									
	Attic Lights OFF									
	Sign-in sheet									
	Check all prop/furniture presets									
	Check props checksheet									
	Blackout check									
	Actors on stage									
½ Hour	ALL HERE/HOUSE OPEN									
	“Call ‘30’ & ‘House Open”									
15 Til Show	“CALL 15”									
10 Til Show	“CALL 10”									
7 Til Show	“CALL 5 to places”									
2 Til Show	“CALL PLACES”									
Intermissions	“CALL 10”									
7 Til Resume	“CALL 5 to places”									
2 Til Resume	“CALL PLACES”									
Post Show:	Lock away all props									
	Set for pre-show									
	Turn off running lights/blue lights									
	Set out ghost light									
	Turn off Panics									
	Make sure all doors are locked									

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