



Production: _____ Date: _____

The Stage Manager or the Director of the performance along with Theatre Technician must complete this checklist as follows.

Basic Rule:

IF IT WAS "BUMPED IN" TO THE THEATRE IT MUST BE "BUMPED OUT" AND THE THEATRE SHOULD BE RESTORED TO ITS ORIGINAL CONDITION.

Theatre:

- Strand 300 series lighting board returned to control room.
- Sound equipment to be stored in control room - cassettes, tapes, scripts, cue sheets removed.
- Stage Managers console restored to default position (unplugged no rubbish)
- Balcony cleared of all equipment and cleaned.
- All curtains to be returned to default position and/or stored on the balcony.
- Cyclorama rolled up and wrapped.
- All masking taken down and stored.
- All sets, props and costumes removed.
- Seating banks returned to standard position.
- All loose chairs removed.
- All scaffold returned to racks.
- Sand bags stored centre of rear wall.
- Floor restored to original condition, all paint/tape removed, floor swept.
- All rubbish removed.

Lighting Equipment:

- All lanterns de-rigged and stored on balcony storage rail (in order of type)
- Safety chains left on lanterns.
- Barn doors left in lanterns (folded).
- Colour frames, filterage rail (in order of type).
- Colour frames, filters and gobos removed from lanterns.
- Frames, filters, gobos, and spigots stored correctly in trolley.
- Replace all spigots on lanterns with hook clamps.
- All extension leads de-rigged and stored on pegs or in crates (gaffer and any other tape removed).
- All stands removed to control storage room.
- Cherry Picker left clean and in up position.
- Faulty lanterns left on bench in control room.

Theatre Control:

- Patch panel unplugged and untangled.
- Frames, filters, gobos, and spigots stored correctly in trolley.
- All rubbish removed.

Dressing Rooms:

- Costumes and props cleared out.
- Shelves cleared out.
- Benches wiped down.
- Mirrors cleaned.
- Sink wiped down.
- Iron board replaced.
- Chairs upturned on benches - (one chair per place).
- Floor swept and mopped
- Doors to toilets locked with key and bolt.
- All bench lights and exhaust fans turned off.

Foyer:

- Notice boards, displays and posters cleared.

Box Office:

- Clear all material relating to performance - tickets, programs, etc.
- General clean up of immediate area.
- All rubbish removed from pigeonholes.

Other

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*Any damaged or faulty equipment should be reported to the technician on duty.

Signed _____
Stage Manager/Director/Producer