

Master Checklist

Upon arrival for show call

	Check in with Stage Manager & Technical Director (get keys from TD)
	In the breaker box on SR, turn on breakers 3, 5 and 13.
	In the USR corner, unlock the lock for the dimmer pack power box and place nearby.
	Using left hand and standing to the right side of the power box, flip the switch upwards.
	Put the lock back in it's hole and lock it.
	Unlock lighting booth
	Uncover and Power on console, listen for moving light test sequence
	Ask Sound Operator to turn on Programme Sound
	Check Programme Sound Level in booth
	Go dark on stage "All Off", then turn on grid lights
	Channel flash-up w/ Video Op (Head LX on stage checking lights, Video Op at LX console)
	If problems encountered, inform TD and troubleshoot w/ available crew
	If all is okay, "All On" worklights and give Head of Set okay to sweep and mop
	Close the black curtains to the alcove + set alcove light to minimum with fader
	Check backstage lighting. Turn on the blue lights (switch on SR and SL + switch off the blue lights for
	Check taped cables on stage
	Check Stage Managers little-lites, CCTV monitor
	Once sweep and mop is complete, Fly in Legs and Scrim with ASM on deck
	Inform Stage Manager and Technical Director that presets are complete
	Stand-by for Stage Manager to call 5 minutes to house

5 minutes prior to house opening

	hallway lights off and crossover lighting on
	Go to Cue 1
	"All Off" on worklight control and "Lock" on Booth LX pannel
	Set LX booth running lights
	Check ROH alcoves and Sound Booth running lights are on
	Close door to LX shop and turn off lights in the shop.
	Arrange paperwork and note pad to run show
	Give Stage Manager okay to open house
	Stand-by for Stage Manager to call places

Places call

	Get on Headset at console
	Stand-by to run performance

Post Show

	Once "House out" is called, turn on "All On"
	Unmute work light control
	Go to Cue Zero and update the show file ("shift"+"update")
	Shut down console, cover it back up, clean up, turn off running lights
	Check in with Stage Manager for notes if necessary
	Turn off Booth blue lights
	Lock LX booth
	Turn off backstage lighting (switch on SR and SL and switch off the blue lights for costume racks)
	In the breaker box on SR, turn on breakers 3, 5 and 13.
	Turn off all alcove lights and crossover lights
	close door to crossover
	Help Technical Director with lock up