

**House Manager Checklist (Initial when completed)**

	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Sat 5/16
<b>When You Arrive:</b>						
Check in on call board						
Put bags upstairs in classroom						
<b>After Snack/Homework Time:</b>						
Help with general show checklist						
<b>When Lobby Moms/Ushers Arrive:</b>						
Help lobby moms set up						
Give instructions to ushers						
Help sell pizza						
<b>After House Opens:</b>						
Help hand out programs and show guests to their seats						
Close up lobby when show starts						
Turn off lobby lights when show starts						
Close lobby curtains when show starts						
<b>During the Show:</b>						
Be in your place						
Help with general show checklist						
<b>At Intermission:</b>						
Turn on lobby lights at start of intermission						
Open lobby curtains at start of intermission						
Open lobby doors at start of intermission						
Close up lobby when show resumes						
Close lobby curtains when show resumes						
Turn off lobby lights when show resumes						
<b>After the Show:</b>						
Turn on lobby lights at end of show						
Open lobby curtains at end of show						
Open lobby doors at end of show						
Help ushers clean up audience area						
Help with general show checklist						