

Sam Pippin Checklist

1. Pre-Show:

- a. Turn on sound system
- b. Set up mics for putting on actors
- c. Mic actors
- d. Do mic checks
 - i. Test reverb with Jack
- e. Test all sound effects

2. Right before House opens:

- a. Prepare to play pre-show music

3. Intermission:

- a. Check mics

4. Post Show:

- a. Un-mic actors
- b. Put away mics
- c. Turn off sound system

Tamsin Pippin Checklist

1. Pre-Show:

- a. Check batteries on all candles and make sure all are turned back off
- b. Check batteries on fire in trunk and make sure all are turned back off
- c. Mic actors

2. Right before House opens:

- a. Get extra mic batteries for both sides of stage
- b. Turn on fire in trunk

3. Intermission:

- a. Turn off fire in trunk
- b. Move boxes to position for bed
- c. Cover boxes in "blanket"

4. Post Show:

- a. Gather headsets and charge batteries
- b. Turn off fire in trunk
- c. Make sure that candles are turned off

Chisato Pippin Checklist

1. Pre-Show:
 - a. Sweep stage
 - b. Test spot light
 - c. Mic actors
2. Right before House opens:
 - a. Turn on blue lights in halls
 - b. Turn off hall lights
3. Intermission:
 - a. Lock down wheels on walls
4. Post Show:
 - a. Turn off laser sight!
 - b. Turn off blue lights in halls
 - c. Turn on hall lights

Charlie Pippin Checklist

1. Pre-Show:
 - a. Test spot light
 - b. Hot glue flute
 - c. Mic actors
2. Right before House opens:
 - a. Distribute headsets to crew
3. Intermission:
 - a. Check mics
4. Post Show:
 - a. Turn off laser sight!
 - b. Put out ghost light
 - c. Un-Mic actors
 - d. Put away mics

Miss Dawson Pippin Checklist

1. Pre-Show:

- a. Turn on light system
- b. Make sure scroller power is plugged in
- c. Make sure effects lights are plugged in
- d. Check all lights/effects

2. Right before House opens:

- a. Check camera setup for musicians
- b. Turn on pre-show lights and House lights
- c. Turn off work lights

3. Intermission:

- a. Check mic receivers

4. Post Show:

- a. Turn off musician camera
- b. Unplug effects lights
- c. Unplug scroller power
- d. Turn off light system

Spencer Pippin Checklist

1. Pre-Show:

- a. Place all walls on spike (after stage is swept)
- b. Double check all back stage set pieces are set correctly
- c. Double check all props
- d. Double check that everyone else did their jobs

2. Right before House opens:

- a. Double check that everyone else did their jobs
- b. Coordinate with Miss Dawson, Mrs M and Mrs Fluharty on opening House

3. Intermission:

- a. Time intermission
- b. Lock down wheels on walls
- c. Double check that everyone else did their jobs
- d. Coordinate with Mrs. Fluharty on closing House

4. Post Show:

- a. Clear stage for next day's classes
- b. Double check that everyone else did their jobs