

Pippin Crew Checklist (By time)

Pre-Show:

1. Sam
 - 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. Tamsin
 - 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
3. Chisato
 - a. Sweep stage
 - b. Test spot light
 - c. Mic actors
4. Charlie
 - a. Test spot light
 - b. Hot glue flute
 - c. Mic actors
5. Miss Dawson
 - 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
6. Spencer
 - 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

Pippin Crew Checklist (By time)

Right before House opens:

1. Sam
 - a. Prepare to play pre-show music
2. Tamsin
 - a. Get extra mic batteries for both sides of stage
 - b. Turn on fire in trunk
3. Chisato
 - a. Turn on blue lights in halls
 - b. Turn off hall lights
4. Charlie
 - a. Distribute headsets to crew
5. Miss Dawson
 - a. Check camera setup for musicians
 - b. Turn on pre-show lights and House lights
 - c. Turn off work lights
6. Spencer
 - a. Double check that everyone else did their jobs
 - b. Coordinate with Miss Dawson, Mrs M and Mrs Fluharty on opening House

Pippin Crew Checklist (By time)

Intermission:

1. Sam
 - a. Check mics
2. Tamsin
 - a. Turn off fire in trunk
 - b. Move boxes to position for bed
 - c. Cover boxes in "blanket"
3. Chisato
 - a. Lock down wheels on walls
4. Charlie
 - a. Check mics
5. Miss Dawson
 - a. Check mic receivers
6. Spencer
 - 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

Pippin Crew Checklist (By time)

Post Show:

1. Sam
 - a. Un-mic actors
 - b. Put away mics
 - c. Turn off sound system
2. Tamsin
 - a. Gather headsets and charge batteries
 - b. Turn off fire in trunk
 - c. Make sure that candles are turned off
3. Chisato
 - a. Turn off laser sight!
 - b. Turn off blue lights in halls
 - c. Turn on hall lights
4. Charlie
 - a. Turn off laser sight!
 - b. Put out ghost light
 - c. Un-Mic actors
 - d. Put away mics
5. Miss Dawson
 - a. Turn off musician camera
 - b. Unplug effects lights
 - c. Unplug scroller power
 - d. Turn off light system
6. Spencer
 - a. Clear stage for next day's classes
 - b. Double check that everyone else did their jobs