

Pre Show Checklist

4:00 PM [Noon]

Stage Crew:

- Set up for top of show:
 - Put walls in place for swamp opening
 - Put Farquaad tower in place for Duloc
 - Put Farquaad walls in place for Duloc
 - Place "Beware Ogre" sign and base
 - Place Direction signs
 - Place buckets
 - Place skunk
 - Place stepladder
 - Tape yellow fabric to ottoman
- Make sure backstage is in order

Light Crew:

- Double check all props on prop table
- Sweep stage
- Sweep house

Sound Crew:

- Begin mic'ing actors

6:00 PM [1:00 PM]

Light Crew:

- Check lights
 - Turn on light board
 - Turn on dimmers
 - Plug in color scrollers
 - Turn on black light dimmer
 - Test cues
- Check projections
 - Turn on projector
 - Boot up projections
 - Test projections

Sound Crew:

- Check Sound
 - Mic checks
 - Test sound effects

6:20 PM [1:20 PM]

Stage Crew:

- Turn on backstage lights
- Turn on SL wing light
- Turn on SR wing light
- Turn off hall/greenroom/lobby lights
- Double check cyc is in place

Light Crew:

- Warm up spots
- Turn on House lights
- Turn off Fluorescents
- Load first light cue
- Load first projection

Sound Crew:

- Finish sound checks
- Start pre-show music

6:30 PM [1:30 PM]

HOUSE OPENS

6:50 PM [1:50 PM]

Stage Crew:

- Places
- Plug in fog machine

Light crew

- Places

Sound Crew

- Turn on Mics
- Places

7:00 PM [2:00 PM]

START SHOW