

Show Checklist (Initial when completed)							
	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Sat 5/16
When You Arrive:							
Check in on call board							
Put bags upstairs in classroom							
After Snack/Homework Time:							
Sweep stage							
Dry Mop Stage							
Double check all spike marks/ Glow tape and fix if ripped up							
Check all prop tables							
Check all audience/backstage signs and replace if needed (Erin)							
Check headset (Nicole/Jordan/Miss D/Bryce)							
Check show music (Jordan)							
Do dimmer check (Miss D/Hershey)							
Check that all doors are taped or propped open							
Check that curtain is on spike							
Check that flats are on spike							
Check that Cyc is strait and pipes are in place							
Assist with mic-ing actors (Kaelyn/Sam)							
Turn on all backstage lights							
Turn off all unneeded lights							
Warm up spot (Nicole)							
Get Cat's hat (Sam)							
After House Opens:							
Be in your place							
During the Show:							

Help with mic changes (Sam/Erin/Kaelyn)							
Help with costume changes (Sam/Erin/Kaelyn)							
At Intermission:							
Pull all snow/leaves out of nest (Sam/Nicole)							
Readjust fabric in nest (Sam/Nicole)							
Tidy prop tables (Sam)							
After the Show:							
Help take mics off actors (Kaelyn)							
Pick up all bobby pins on set							
Sweep stage							
Help ushers clean up audience area (Erin)	N/A	N/A					
Put any found items in Miss Dawson's tub							
Place all props back on prop tables							
Report any missing/broken props to Miss Dawson							
Tell Miss Dawson of any actors who did not reset their props							
Tuck backstage mics out of the way							
Supervise "clean up" actors							
Make sure outside doors are closed							
Move tape from green room door							