

## Nighttime Performance Checklist

### 5:15pm (45 min. to show)

- Lock the four doors leading from the lobby into Davis Hall.
- Check the show sheet for the first performance.
- Remove all the extra equipment that is not needed for the performance.
- Dust mop if necessary.
- Extend the bleachers. Flip down the bottom step. Flip up the seating.
- Install the removable steps.
- Flip out the cups for the safety rails. Install the safety rails.
- Tighten down the safety rails and make the four electrical connections.
- Straighten the removable seating on the upper level. Set the curtains.
- Set out the removable seating in front of the bleachers.
- Set the stage for the first piece.
- Set up the stagehand ClearCom head set.
- In the booth shut off the overhead catwalk lights.
- Turn on the lighting console and set stage warmers. (30% of the first lighting cue)
- Turn on the step lights.

### 5:45pm (15 min. to show)

- Place the programs on a music stand in the vestibule in front of Davis Hall.
- Unlock the four doors leading from the lobby into Davis Hall.
- Check in with the audio crew, make sure they are present, have the Cassettes, CDs or DATs they will need for the evenings performance.
- Check in with the stagehands and let them know the time to show (“15 min. to show please. 15 min.) They should in turn let the performer know about time.
- Clear up any last min. items; get any performance preference questions answered.

**Continue on the back**

## Nighttime Performance Checklist

### 5:50pm (10 min. to show)

- Let the stagehands and audio crew know they are 10 min to show time.
- Verify that the audio crew will be ready to go on time.
- Verify that the performers will be ready to go on time.

### 5:55pm (5 min. to show)

- Let the stagehands and audio crew know they are 5 min to show time.
- Take a few deep breaths and get ready for the show and what is about to happen.

### 5:59pm (1 min. to show)

- Let the stagehands and audio crew know they are 1 min to show time.
- Get the performer into the airlock and ready to take the stage.
- Check with the audio crew one last time to make sure they are ready to go.
- Dim the house lights (if required) and get ready to bring up the stage lights.

### 6:00pm (Show time)

- Let the stagehand know that we are ready to go and to send in the performer.
- Run the show.