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.