

## Stage Manager Check List

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Production

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Date

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Stage Manager

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6:00 (or 15 minutes before actor call)

- Sign in

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- Unlock theatre doors

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- Turn on theatre work lights

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- Unlock dressing and makeup room and green room

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- Turn on dressing room lights

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- Unlock booth

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- Unlock properties cabinet

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- Put ghost light away

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- Find out who will be the technician on call.

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6:30 (or 10 minutes after actor call)

- Check that all actors have signed in. CALL LATECOMERS IMMEDIATELY.
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- Sign in all running crews. CALL LATECOMERS IMMEDIATELY.
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- Check all headsets (booth, backstage)
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- Check monitor system (dressing room, green room, booth)
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- Make sure all crew checks have begun

- dimmer check
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- sound check
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- costume check
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- Check the following yourself:

- set
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- properties
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- furniture
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6:45

- Give "15 minutes to house is open, please" call
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- Check that all running lights are in working order
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- Have actors check properties
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- Synchronize watches with house manager
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6:50

- Make sure all checks are complete
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- Turn off work lights
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- Note that lighting and sound pre-set are up
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- Be sure light board has control of house lights
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- Give "Stage is closed, please," call
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- Do final visual check of stage
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- Give "Places" for crew call
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6:55

- Give go or hold to house manager

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- Make sure work lights are off and that masking is down

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- Listen for crew on headset to sign on

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