

The Clean House
SM Run Sheet Thursday-Saturday

Preshow	
5:30pm	<p>Arrive at Theatre</p> <p>Unlock Doors/Turn on lights:</p> <ul style="list-style-type: none"> - Loading Dock Doors - All Studio Doors—Turn on Work Lights - Studio Lobby Doors - Dressing Room Doors— Turn On Lights - Tech Office Doors— Turn On Lights - Booth Door— Turn On Lights - Front of Building - UT <p>Set up laptop, pull up performance report</p>
5:55pm	Turn on Run Lights
6:00pm	Put Out Sign-In Sheet
6:10pm	Prep for death/intimacy call
6:25pm	<p>Check sign-in sheet for missing cast/crew</p> <p>Contact missing cast/crew</p>
6:35pm	<p>Confirm that crew is on comms</p> <p>Remind sound/lights to do pre-show check</p>
6:40pm	Fall call
6:45pm	<p>Intimacy call</p> <p>Remind actors to check props</p> <p>Set for top of show</p> <p>Check that FOH is ready to open house</p>
6:55pm	<p>Close Stage— Final check of onstage preset</p> <p>Head to Booth</p> <p>Preshow lights</p> <p>Preshow music</p>
7:00pm	<p>House Open</p> <p>Announce 30 minutes until show</p>
7:13pm	Announce 15 minutes until places
7:20pm	Check with FOH to see if we're holding house

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7:23pm	(Assuming we're not holding) Announce 5 minutes to places
7:28pm	Call places
7:30pm	Confirm that actors and crew are in places Check with FOH that house is closed Kill preshow music Preshow announcement lights
7:35pm (Or When Preshow Announcement Is Over)	Start show

Intermission

At 8 min in	Call 5 minutes Check in with ASM Check in with FOH
At 13 min in	Call places Confirm that everyone is on headset
At 14 min in	House to half
At house closed	Check that actors are in places Kill intermission music House out

Postshow

At house empty	Announce that house is closed and crew can start performing postshow duties Turn on work lights Kill postshow music and lights Verify that light and sound boards have been turned off Check house numbers Turn off run lights Plug in ghost light Go to dressing rooms and check in with actors— check health and make sure they walk in pairs to cars
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	<p>Check in with ASM to see if props are up Check the number of consumables</p> <p>Lock Doors/Turn off lights:</p> <ul style="list-style-type: none">- Booth Door— turn off lights- Tech office door— turn off lights- Dressing room doors— turn off lights- Studio lobby doors- Studio doors— turn off lights- Loading Dock Doors <p>Go home Publish performance report</p>
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