

Pre show check list

KIAH

2:00 Before show

Unlock Door (push button int)
Turn on shop lights
Turn of compressor (2 Switch)
Turn on Greem room lights
Unlock Costume Shop
Turn on work lights
Unlock booth
Turn on Lightboard
Turn on Computer

1:30 Before Show

Check Call board
Call Late Actors
Open Box Office
Check in with BO/HM
Light Check

1:00 Before Show

Check in with Stage Crew
Make sure stage is swept
Check over props
Make sure Hazer is on
Check in with Band/ Simonson
Call: for Mic check
Mic Check
Fight Call/Lift

:45 Before Show

Call: Check Props Costume
Show Lights on

:30 Before show

Call: 25 min to places
Clear Stage
Check in with HM
Open House

:20 Before show

Call: 15 min to places

:15 Before show

Call: 10 to places
Check with Julie
Check on Front of House

:5 Before Show

Check in with Julie
Check with Follow Spots
Check with HM
Start show

Intermission

Check with austin
Make sure Mic switch worked
Check with Simmonson
Check with Jimmy
Check with HM
Call places

After show

Check to make sure Mics put away
Make sure furniture is preset
Make sure drops are up
Shut of light board
Shut of booth lights
Lock Booth
Check all outside doors locked
Shut of work lights
Put out ghost light
Plug in orchestra pit light