

PRE-CURTAIN CHECKLIST

- ☐ Check that the prop crew or ASM has swept and mopped the stage.
- ☐ Check the backstage areas for cleanliness and orderliness.
- ☐ Check the locations of fire extinguishers and functioning of emergency lights.
- ☐ Post the sign-in sheet in the Green Room. [See Appendix C for sign in form]
- ☐ See that cast and crewmembers have initialed the sign-in sheet by the pre-arranged time and call any who may be late.
- ☐ Check the placement of set pieces.
- ☐ Check the placement of props, on stage and on prop tables. Check that prop table lights are functioning.
- ☐ Check the functioning of the monitor.
- ☐ Check that the light crew has successfully completed dimmer check.
- ☐ Check the functioning of the sound system with the sound crew.
- ☐ Check to see that all doors in the backstage area are open or closed, locked or unlocked as appropriate.
- ☐ Check the positioning of the curtain, if used. Turn off work lights.
- ☐ Turn the house over to the House Manager 30 minutes prior to curtain. Only the Stage Manager can authorize the opening of the house.
- ☐ Allow no one to enter the stage area after the house is open.
- ☐ Give calls thirty minutes, fifteen minutes, and five minutes prior to the scheduled time for curtain. Give calls in person to avoid any communication problems.
- ☐ Give the actors a five-minute call before Green Room.
- ☐ Assemble the cast for Green Room at the time designated by the director.
- ☐ Check to see that crewmembers are going to their stations at the five-minute call.
- ☐ Check with the House Manager via Booth to see how conditions are in the house, if the lobby is clear or if the audience is still arriving.
- ☐ Call places at three minutes.
 - ☐ Check to see that each actor is in his place before going to stage Manager's desk.
 - ☐ Check to see that all crews are ready and on headsets.
 - ☐ Begin the show if everyone and everything is ready and the House Manager gives the all clear sign.
- ☐ If the House Manager is having problems with getting the audience seated on time, hold the curtain for a few minutes and notify the actors of the delay. Wait until the House Manager gives approval but do not wait more than ten minutes.