Footloose

SR Run Sheet – Assistant Stage Manager

**Preshow**

5:30 (12:00) Arrive at the theatre. Sign in. Unlock prop cabinet. Check to make sure that everything is ready for crew to start preset.

5:35 (12:05) Get SR ASM kit and stand light from prop cabinet. Untangle headset cords.

5:45 (12:15) Get crew started on preshow duties.

5:50 (12:20) Check crew sign-in sheet and call anyone who is late

6:05 (12:35) Check cast sign-in sheet and call anyone who is late

6:15 (12:45) Double check presets and prop table.

6:35 (1:05) Check costume presets for quick changes. Charge glow tape with crew.

6:55 (1:25) Check stage after stage manager has ended actor warm up and mic check and let her know if it is okay to open the house

7:25 (1:55) Put on headset. Switch to show paperwork. Be present for Act I SR quick changes.

**Intermission**

8:40 (3:10) Follow intermission checklist on shift plot and make sure everything is happening

8:50 (3:20) Be back on headset for the start of Act 2. Be present for Act 2 SR quick changes.

**Post Show**

10:00 (4:30) Make sure post show duties are being carried out according to shift plot.

10:05 (4:35) Check with costume crew for any costume issues, and wrangle quick change drops.

10:10 (4:40) Put stage manager kit and LED stand light back into prop cabinet.

10:30 (5:00) Release crew members.

10:35 (5:05) Double check mics have been properly stored and locked away.

10:40 (5:10) Meet with stage manager to give her any notes to be included in performance report and get any notes to give to the crew for the next performance.