

STAGE MANAGEMENT LOAD-IN CHECKLIST

- Sweep and clean as necessary
- Place prop tables
- Cover prop tables
- Label prop tables
- Assign & label spaces in prop cabinets
- Assign and label parking spaces on deck for scenery & furniture
- Tape out sightlines if needed
- Confirm spike colors on fly rail if needed
- Safety taping
- Glo taping
- Check for adequate run lights
- Check headset locations and amount of cable
- Check quick change areas
- Backstage seating for actors/crew
- Check first aid supplies
- SM- check tech table
- ASM- set up area where you will be & check green boxes
- Sign in sheet for cast/crew/board operators
- Preset list done and copied
- Shift plot done and copied
- Costume paperwork done and copied
- Prop Cabinet check in sheets done and posted
- Any green room props/food setup needed