Twelfth Night

SM RUN SHEET

PRESHOW

5:15 pm Arrive at theatre

Unlock doors:

 -back of house left and right

 -stage door left and right

 -lower house door left

 -dressing rooms and makeup room

 -starage: open and place stage weight in door

 -green room

 -room 70

 Unlock booth and turn on lights- TURN ON CUE LIGHTS

5:45 pm Check for crew arrival

6:10 pm Check in on video setup

 Check glo tape onstage and replace any missing pieces

 Check cue lights

 Confirm headset check

6:15 pm Check sign in sheet for actors- look for missing folks

6:30 pm Stage Open

6:35 pm Fight Call setup- colonnade, 2 urns, bench

6:40 pm Fight Call: Antonio, Sebastian, Fabian, Andrew, Viola, Toby

 \*\* keep ASM and rail on standby to fly out colonnade/strike urns after sword fight

6:55 pm Close stage

 Final check of onstage preset

(shrine on- candles ok, pit at orchestra with steps, pit power on, rail lights low, run lights on, shop work lights off, wine corked, swords wrapped,

 Go into Lights 1 and Sound .5

7:00 pm Open House

 Announce half hour dressing rooms

7:15 pm Call 15 minutes

7:20 pm Check in with ASMs

 Check in with House Manager- head to booth

7:22 pm Call 5 minutes over cast call mic and headset

7:27 pm Call Places over cast call mic and headset

7:30 pm Begin show (or when receive “house is closed” from house manager)

 Crew on headset to start- lights, sound, (2) ASM, (2) projections operators

Top of show places:

 SR- Orsino, Curio, 2 Lords

 SL- Olivia, Valentine

INTERMISSION

At 8 minutes in Call 5 minutes

Check in with ASM

Check in with House Manger- head to booth

At 13 minutes in Call Places

At house closed Check for places, all crew back on headset

 Part Two Places:

 SR- no one

 SL- Toby, Andrew, Fabian, Maria

POST SHOW

At house empty Announce house is closed and ask for work lights & call Sound 46

 Go down to deck and check in with ASMs and crew

 -prop notes

 -consumables check

 -projector rewound

 Go down to dressing rooms to check with actors

 Make sure center projector is off and others struck to light shop

 Pit back up to auditorium level, fan off, power off

 Lock doors:

 -Dressing rooms and costume shop

 -Starage

 -Room 70

 -Green room

 -stage doors right and left

 -lower house door left

 -back house doors right and left

 Collect stuff from booth, turn out lights, lock door

 Go to office: write report, update website, email report & link, post report