

# YOUNG FRANKENSTEIN

## SM RUN SHEET

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### PRESHOW

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5:00 pm	Arrive at theatre  <u>Unlock doors:</u> -back of house left and right -stage door left and right -lower house doors left and right (and put tape on latches) -dressing rooms, makeup room and laundry room -Storage -green room -tool room  Unlock booth and turn on lights Turn on wireless base station and speaker
5:30 pm	Unlock Costume Shop when Elissa arrives and Light Shop when Brandon arrives
5:50 pm	Check for crew arrival
6:10 pm	Check all 6 cue lights, infrared monitor, god mic Be available in house for rail check BUMP THE PIT
6:15 pm	Check sign in sheet for actors- look for missing folks
6:25 pm	Run lab table check (Justin, Alex, Erica, Derek, Bryce, Joe Teah, Hannah, Gabe, Tyler, Shasta)
6:30 pm	Mic Check – include quartet and group sing of bows song (twice)
6:55 pm	Final check of preset -spike tape and glo tape/paint -hangman unit is up -lanterns on SL working -no junk on Big Mama lab side table -Big Mama on yellow upstage spikes -coin onstage by center foot light -pony clips on legs -cyc pocket  Go into Lights I and bring in Main Curtain
7:00 pm	Open House Announce half hour & vocal warm up time
7:15 pm	Call 15 minutes in person in dressing rooms/makeup room, green room, to ASMs Are all of the musicians here?
7:20 pm	Check in with ASMs Check in with House Manager- head to booth
7:22 pm	Have ASM call 5 minutes (or cast call mic if working)
7:27 pm	Have ASM call places (or cast call mic if working)
7:30 pm	Begin show (or when receive “house is closed” from house manager)

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## INTERMISSION

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At 7 ½ minutes in	Call 5 minutes
	Check in with ASMs about shift
	Check in with House Manger- head to booth
At 12 ½ minutes in	Call Places
At house closed	Check for places

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## POST SHOW

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At house empty	Announce house is closed and ask for work lights
	Go down to deck and check in with ASMs and crew
	-notes for repairs
	-consumables check
	Go down to dressing rooms to check with actors/costume crew
	Check out with Tech Supervisor of the day
	<u>Lock/Check doors:</u>
	-Dressing rooms, makeup room, costume shop, laundry room
	-Storage
	-Green room
	-stage doors
	-light shop & tool room
	-lower house doors (and remove tape)
	-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