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| **STAGE MANAGER**  **PRE – SHOW CHECKLIST & CUES**  **(Updated Mar 24, 2023)**  **EMERGENCY CONTACTS:**  **GARY BYERS (Roxy Tech Staff): 519-379-4279 (C) OR 519-372-0890 (H)**  **MATT MARTIN (Gary’s backup): 519 374 3899 (C)** | | | | |
| **TIME** | | **CUE** | **ACTION** | **🗹** |
| 5:30ish |  |  | Arrival / Disarm Security Alarm | SM |
|  |  |  | Turn ON all switches in Fuse Box in ‘Bat Cave’ except ones with red tape | SOUND |
|  |  |  | Turn ON Speakers | SOUND |
|  |  |  | Turn ON Stage Manager light and Headset in Booth | SM |
|  |  |  | Power UP the Lighting Board and keep lights up for glow tape | LIGHTS |
|  |  |  | Check strip lights backstage, circuits, floor floats | LIGHTS |
|  |  |  | Check Toilet Paper & Paper Towel Supply in Workshop Bathrooms AND Booth | SM |
|  |  |  | Turn ON lights in Green Room, Makeup, Stairs, Stage Ramp, Props table, House Lights and Stage Fluorescents | SM |
|  |  |  | Turn ON TV Monitor in Makeup & Green room | SM |
|  |  |  | Turn ON PERFORMANCE mode for House Lights | SM |
|  |  |  | Turn ON 4 House light switches in stage ramp | SM |
|  |  |  | Turn OFF Backstage Door Bell in Stage Ramp area | SM |
|  |  |  | Sweep or Mop Stage | ASM |
| 6:00 |  |  | Preset all Props; done by 6:15 | PROPS |
|  |  |  | Preset all quick change wardrobe; done by 6:15 | WRDROBE |
|  |  |  | Turn ON Backstage Worklights (Channel 71) @ 50% by submaster | LIGHTS |
|  |  |  | Check all SOUND cues & levels; | SOUND |
|  |  |  | Stage Manager & House Manager Microphone; done by 6:15 | MICROPHONE |
|  |  |  | Set up hand held Microphone for Stage Mgr to use in event of Fire Alarm  If Fire Alarm Bell goes off use the following script:  ***LADIES & GENTLEMEN, THE FIRE ALARM HAS SOUNDED. PLEASE EVACUATE THE BUILDING AT YOUR NEAREST EXIT. PLEASE FOLLOW THE DIRECTIONS OF THE FRONT OF HOUSE STAFF.*** | SOUND |
| 6:15 |  |  | BLACK Stage for Lighting Operator to complete channel check and cue run | LIGHTS |
| 6:20 |  |  | Check Sign In Sheets for Cast /Crew in Green Room | ASM |
| 6:35 |  |  | Call Cast to stage for Vocal/Physical Warm-ups (warm up starts at 6:40) | SM |
|  |  |  | Cast Check Props | CAST |
|  |  |  | Synchronize time with ASM, Lighting & Sound Crew | ALL |
|  |  |  | Fire up ‘hidden’ GLOW TAPE (preferably with a camera flash) | ASMs |
| 6:45 |  |  | Complete any remaining Head Set checks with ASMs, Lighting & Sound | ALL |
|  |  |  | Close All doors | ASM |
|  |  |  | Ensure PROPS / FURNITURE are properly preset | PROPS |
|  |  |  | Advise House Manager of run times for all Acts | SM |
| 6:55 |  |  | Turn OFF lights in the Booth | SM |
|  |  |  | Lower SCREEN for Promotion Slides | LIGHTS |
|  |  | **LX1** | House Lights UP @ Full | LIGHTS |
|  |  |  | Turn off all 3 Fluorescent lights | LIGHTS |
|  |  | **SX1** | Run Promotion slides | SOUND |
|  |  | **SX2** | Run Preshow Music | SOUND |
| 7:00 |  |  | Advise House Manager that “House is Open” | SM |
| 7:15 |  |  | Issue 15 Minute Call for cast – Cast & Crew Turn Off Cell Phones – No cell phones backstage | ASM |
| 7:20 |  |  | Call **PLACES** for CAST (& PROMPTER if you have one) | ASM |
| 7:25 |  | **SX3** | End Promo slides & Raise screen | SOUND |
|  |  |  | Last call for **PLACES** | ASMs |
|  |  | **LX2** | Warmers | LIGHTS |
| 7:30 |  |  | House manager says ‘House is in’ |  |
| 7:30 |  | **SX4 SX5** | END PRE-SHOW MUSIC  SPONSOR ANNOUNCEMENT  CELL PHONE (Voice of God) ANNOUNCEMENT / LAND ACKNOWLEDGEMENT | SM TO CALL |
| 7:30 |  | **LX 3 & SX6 TOGETHER** | HOUSE 1/2 & OVERATURE | SM TO CALL |
|  |  |  | **GO TO TOP OF SHOW PROMPTS** |  |