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| **STAGE MANAGER**  **PRE – SHOW CHECKLIST & CUES**  **(Updated November 5, 2023)**  **EMERGENCY CONTACTS:**  **GARY BYERS (Roxy Tech Staff): 519-379-4279 (C) OR 519-372-0890 (H)**  **MATT (Gary’s backup):** | | | |
| **TIME** | **CUE** | **ACTION** | **þ** |
| 6;00 |  | Arrival / Disarm Security Alarm |  |
|  |  | Turn ON Stage Manager light and Headset in Booth |  |
|  |  | Power UP the Lighting Board | LIGHT OP |
|  |  | Turn ON lights in Green Room, Makeup, Stairs, Stage Ramp, Props table, and Stage Fluorescents |  |
|  |  | Turn ON TV Monitor in Makeup & Green room, muting sound |  |
|  |  | Check for/Turn on PERFORMANCE mode for House Lights (located in locked closet next to rear stage stairs) |  |
|  |  | **Check/Turn** ON (if not on) 4 House light switches in stage ramp (Performance position) |  |
|  |  | Turn OFF Backstage Door Bell in Stage Ramp alcove |  |
|  |  | Sweep or Mop Stage | ASM |
|  |  | Flash Glow Tape | ASM |
| 6:15 |  | Preset**/** check all props; done by 6:15 | PROPS |
|  |  | Preset **/** check all quick-change (backstage) wardrobe; done by 6:15 | WARDROBE |
|  |  | Check all SOUND cues & levels; & Stage Manager & House Manager Microphone; done by 6:15 | SOUND OP |
|  |  | 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 OP |
| 6:15 |  | BLACK Stage for Lighting Operator to complete channel check and cue run | LIGHT OP |
| 6:30 |  | Check Sign In Sheets for Cast /Crew in Green Room | SM/ASM |
|  |  | Call Cast to stage for Vocal/Physical Warm-ups | ASM |
|  |  | Cast Check Props | CAST |
|  |  | Synchronize watches with ASM, Lighting & Sound Crew |  |
| 6:45 |  | Check Head Sets with ASMs, Lighting & Sound Crew |  |
|  |  | Close All doors | ASM |
|  |  | Ensure PROPS / FURNITURE are properly preset | ASM |
|  |  | Advise House Manager of run times for all Acts & SYNC watches  Confirm delivery of 50/50 microphone | SM |
|  |  | Turn OFF lights in the Booth |  |
|  |  | Lower SCREEN for Promotion DVD/ OPEN SHUTTER | LIGHT  SOUND |
|  | **LQ 1 GO** | House Lights UP @ Full | LIGHT |
|  |  | Turn off all 3 Flourescent lights | LIGHT |
|  |  | Run Promotion DVD | SOUND |
| 7:00 |  | Advise House Manager that “House is Open” |  |
| 7:15 |  | Issue 15 Minute Call for cast | ASM |
| 7:20 |  | **Issue 10 minute call for cast**  **STAND BY:**  **LQ 2-?** |  |
| 7:25 |  | SHUTTER CLOSED/ Projector OFF | SOUND |
|  |  | Raise Screen (takes 50 seconds) | LIGHTS |
|  | **LQ 2 GO** | Warmer lights on | LIGHTS |
| 7:25 |  | Call **PLACES** for CAST (& PROMPTER if you have one) | ASM |
| 7:30 |  | House Manager calls Stage Mgr that “HOUSE IS IN” |  |
|  | **LQ 3GO** | House to half |  |
|  | **SQ GO** | ANNOUNCEMNTS/GOD |  |
|  | **LQ 4 GO**  **LQ 5 GO** | HOUSE OUT  WARMERS OUT (BLACK) |  |
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