

## STAGE MANAGER/ASSISTANT DIRECTOR PRESHOW CHECKLIST

### • **Pre-Performance**

- o Arrive 30 minutes prior to the earliest call.
- o Follow checklist procedure used for tech and dress rehearsals.
- o Check with house manager on your way into the theater.
- o Check the sign in sheet to make sure everyone is present, make calls to late actors.
- o Contact the House Manager to give OK to open the house, and before curtain.
- o Give company calls as follows:
  - ! Half-hour before curtain time – “The House is Open”
  - ! 15 minutes to curtain ! 5 minutes to curtain
  - ! Places
- o At hour call or actor call, collect valuables from each actor. Place in individualized baggies (large size) with name, then store in the booth. Collect cell phones (TURNED ALL THE WAY OFF) and put in booth
- o Make sure actors are in place prior to curtain.

### • **Performance**

- o Call the show as it is written in the prompt script.
- o Fill out daily report.
- o During intermissions, check with the house manager before calling places.

### • **Post-Performance**

- o Remind the company of all calls for the following day.
- o Make sure all actors and crews have done their clean up and reset for the next performance, clear it with the director (return valuables and phones to them) and release them for the evening