**House & Concessions**

Audience Chairs Stacked & Stored Verified:\_\_\_\_\_

Pick up all Trash from the House Verified:\_\_\_\_\_

Concessions cleaned and all items put in their place Verified:\_\_\_\_\_

Concessions surfaces wiped with disinfectant wipes Verified:\_\_\_\_\_

Trash emptied, removed from the premise, liners in containers Verified:\_\_\_\_\_

Recycling emptied, removed from the premise, liners in containers Verified:\_\_\_\_\_

House & Concessions Areas Swept and/or Vacuumed Verified:\_\_\_\_\_

**Foyer Display**

Window Display dismantled and all show materials removed from the walls

 Verified:\_\_\_\_\_

Photographs and materials with archival significance should be turned

over to Board Member Verified:\_\_\_\_\_

**Lighting**

 All instruments, cables and equipment put away in their proper places.

 Verified:\_\_\_\_\_

Lighting booth tidy and clean, waste can emptied Verified:\_\_\_\_\_

**Sound**

All microphones, cords, stands, special speakers etc. returned to their proper

places. Verified:\_\_\_\_\_

All electronic equipment powered down Verified:\_\_\_\_\_

If any rewiring of patch cords has been done for the production, return them to the standard arrangement Verified:\_\_\_\_\_

**Set Construction**

Dismantle set, storing any reusable materials backstage. Verified:\_\_\_\_\_

Backstage workshop clean and tidy, trash removed Verified:\_\_\_\_\_

Backstage workshop swept and/or vacuumed Verified:\_\_\_\_\_

Pick up all screws, nails and hardware and store Verified:\_\_\_\_\_

Stage Floor Painted Black Verified:\_\_\_\_\_

**Set Decor**

All Set Décor items removed from set Verified:\_\_\_\_\_

All borrowed/rented items returned to owners

Please send a Thank-You Card Verified:\_\_\_\_\_

All usable paint returned to shelf in work shop Verified:\_\_\_\_\_

Waste paint and empty paint cans removed for recycling Verified:\_\_\_\_\_

Paint brushes and other materials neatly stored in their places Verified:\_\_\_\_\_

All theater-owned set décor returned to costume shop Verified:\_\_\_\_\_

**Properties**

All props removed from set Verified:\_\_\_\_\_

All borrowed or rented props returned to their owners

Please send a Thank-You Card Verified:\_\_\_\_\_

All theater-owned props returned to the costume shop Verified:\_\_\_\_\_

Props, not theater-owned and unwanted removed (give away, take to Thrift Store, trash, take to thrift Store, trash take home) Verified:\_\_\_\_\_

**Costumes**

Wash all costumes or take to be dry-cleaned (remember to pick up dry-cleaning)

 Verified:\_\_\_\_\_

Return all borrowed or rented costumes to their owners with a Thank You card

 Verified:\_\_\_\_\_

Return all theatre-owned costumes to costume shop Verified:\_\_\_\_\_

**Backstage And Community Areas**

Dressing room and Green Room clean, tidy and empty of all production related and personal materials Verified:\_\_\_\_\_

Makeup drawers and Hair supplies tidied Verified:\_\_\_\_\_

Mirrors cleaned Verified:\_\_\_\_\_

Market Bathroom cleaned Verified:\_\_\_\_\_

Backstage floors swept and/or vacuumed Verified:\_\_\_\_\_

Stage video monitor turned off Verified:\_\_\_\_\_

Ghost light placed on stage Verified:\_\_\_\_\_

Stage door and gate locked Verified:\_\_\_\_\_

Keys returned to Board Member Verified:\_\_\_\_\_