

Theatre II Strike Checklist

1. LIGHTS: Hang all lights on the proper pipes in electrics closet, place gels in gel file drawer, and bundle cable and place in chest.
2. CURTAINS: Fold black curtains and place on crates in electrics closet; either fold or hang browns in Room 10.
3. SET: Disassemble all set pieces and place lumber in proper places in production room; return all furniture to storage/wherever you borrowed.
4. COSTUMES: Clean out costume closet, clean costumes and return to costume shop.
5. PROPS: Clean out props closet; return props to Jenner.
6. SPACE: Move seating units if need be; paint the floor black if needed.
7. TOOLS: Have the theatre manager run an inventory of the fish.
8. BATHROOMS: Make sure both facilities are free of show debris.
9. KEY: Return key to Pam Monday morning after strike.

All must be done and double checked by the manager within 72 hours of strike.