

Sing! Pre Show Checklist

60 Minutes Before Curtain

- Unlock all doors (including booths and costume shop)
- Turn on lights
- Set out Sign In sheet
- Sweep/Dust mop floors
- General Safety Walk (charge glo tape, etc.)

45 Minutes Before Curtain

- Confirm all performers are present
- Confirm all crew is present
- Call any absent people
- Confirm house managers are present and have checked the auditorium
- Check all monitors

40 Minutes Before Curtain

- Confirm sound check has been done
- Confirm light check has been done
- Check properties, set pieces, and preset costume changes

30 Minutes Before Curtain

- Check in with actors to let them know house is closing
- Check in with House Manager to Open House to patrons
- Any final visual checks

15 Minutes Before Curtain

- Check in with actors and wardrobe crew