

SL Props -- 2 People (plus "Head Props Crew" as determined in tech)

| When | What | Notes |
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| NOTE: This does NOT include any paging of curtain cues that we will find during tech! | | |
| Preshow | BOTH- Preset per checklist | |
| Need a Little Christmas | Catch bear box in Wing #1 (or have actor set somewhere to retrieve it later) | |
| | BOTH - Catch 2 presents in Wing #2 and handoff puppet pole. When finished, take presents plus bear box to storage. | Jim may do this depending on time |
| | #2 Catch orange puppet box lid in Wing #3 - store at side of stage until box comes off | |
| | Jim and #1 - Receive puppet pole and box - hold upright until cast clears, then lower, put lid on, and take to storage | Beware of actors exiting |
| | Find Toy Soldier; take to storage | Boy exited with it same time as puppets |
| | #1 - Page Leg US of Wing #1 for Rox wreath exit | If needed |
| | #2 - Assist with Rox wreath return to storage | |
| Set Change/ Santa's Gonna Rock | | |
| S. G. R. Playoff | assist as needed with R&R units | Wings 1 and 2 |
| Letter 1/Nutcracker | Receive Letter 1 from Santa in Wing #1 | |
| Set Change | #1 - Page DS Portal opening for Santa's entrance | If needed |
| | #2 - Double check that Guardhouse key is straight | When set on spike |
| Wooden Soldiers | HEAD, #1, #2 - Test and then preset Cannon in Wing #2 for Soldier, with the string out when number starts | |
| | Feed string out as cannon goes on stage - Give some slack or it will fire early! | |
| | CUE LIGHT: Fire cannon (pull string) on cue light SR (across stage) (on = standby, off = go) | |
| Set Change | BOTH - When house curtain in: Strike Cannon - watch for mass exit, reset flag | #2 takes to storage while #1 does next cue |
| | HEAD - After curtain in: run Santa sleigh rope from SR to SL in Wing #2 | |
| | #1 - Page leg if needed for Santa's exit, Flashlight on dry ice tube | After Letter 2/Film is starting |
| Movie / Sleigh | HEAD - Receive Letter 2 from Santa | |
| | HEAD, #1, #2 - After movie: CUE LIGHT: pull Santa sleigh onstage to spike | #2 Holds down sheave as Head and #1 run the rope to scene dock |
| | HEAD, #1, #2 - After dialogue: Pull Santa sleigh offstage left | When Santa slaps the reigns of the deer. |
| Christmas in NY | HEAD, #1, #2 - Lower taxi to ground. After door shift, move DS into preset position | |
| | #1- Page Leg for Taxi entrance (Taxi driven by HEAD). #2- accept the packages actors carry off Left during the door shift. | |
| | Receive puppy box from Santa in Wing #2 | |

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| Intermission | | |
| | Set snow mound and pull rope | |
| | Preset Block Cart: Downstage view of letters from top to bottom - SL Cart (AT, DQS, GEHR) | |
| | Workshop Preset: - Wagon with 2 blocks USR - Slide at US position - Orange Bin SR (empty) - Block step unit SR of conveyor belt - 4 presents on conveyor belt - Clipboard and feather on SL Workshop unit - Toys: Ball, Bat, Doll, Cat, Football, Boat - Single Block DS of toybin, handle SL - Blue Bin SL (skateboard inside, not visible) - Wagon with 5 bags (2&3 with silver ties) - Bruce's Basket SL | |
| | Prep for COB as needed | Glocks, bell towers, fans, handbells |
| Bizzazz/Holiday Season | CUE LIGHT: strike SL snow mound (rope pull) | wait for Rox exit and strike to Hallway |
| Santa's Workshop | Preset Block Cart in Wing #2 | Pull off Black Duv give to SL SM for Storage |
| | Preset Bruce's basket (water bottle, thermos, umbrella, feather duster, and scarf) | If needed, after Mrs. Claus has gotten her tray and letter |
| | Double Check Santa has a clear path for Quick change | |
| | #1 - Catch bin on Elves exit for Ragdolls | Wing #2 |
| | #2 - RECEIVE tray from Mrs. Claus - Wing #3 | Let ASM know if don't get all spoons/bowls |
| | #1 - Immediately after catching orange bin set tray with Bowls and spoons in it then bring to storage. | |
| | #2 - Catch Empty Block Wagon from Elves, move to storage Hallway Left for Rox to return blocks | preset Sleigh in Wing #2 |
| Set Change | HEAD: When house curtain in: Take 3 Glocks to spike. | |
| | #1 - Put Block and Bruce's basket in Empty SL Bag Wagon and strike it as quietly as possible. | After Rox exit |
| | #2 - Assist Rox with block return in hallway | |

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| Carol of the Bells | #1 - Receive 3 trumpets | |
| | #2 - Handoff 2 handbells and mallets | |
| | HEAD - Flashlight for actor cross (Jeff Bateman) from trumpets to chimes | |
| | BOTH - Catch 3 Glocks, which exit FAST | Take to storage |
| | BOTH - Receive 2 swan sleighs from actors | 1st one set SL, 2nd one in Hallway |
| | BOTH - Hand off 3 fans after actors give capes to wardrobe | #1 does 2 Fans US, #2 1 DS |
| | #1 - Assist SR with 2 Sheep and Donkey X to SL? | |
| | #2 - Receive 3 fans | |
| | #2 - Preset bell tower in Wing #2 leaving room for Rox exit | |
| | Preset "stunt" manger DS | With Jesus facing DS |
| Set Change | Set Mary Donkey stool by wing #2 | |
| | BOTH: When house curtain in: Strike SL bell tower - watch mass exit | |
| Nativity | HEAD: Set Manger and stool on Nativity Rock | |
| | Assist "Stunt Mary" on Donkey? | |
| | BOTH - Receive 2 shepherd crooks and stunt manger after "Little Manger" | |
| | BOTH - Catch jugs/staffs/banners from processional: all 4 jugs, 1 red staff (person before camel), 2 gold banners, blue court staff and 2 fans | |
| | #1 - Assist with sheep as needed | Actors will take from you |
| Postshow | #1 - POST-SHOW: Take SL Sheep to Scene Dock | both clean up as nessasary |