

Act I

When	What	Notes
Preshow	Preshow checklist	
15 minute call	Collect valuables (if AJ doesn't!)	
Places	Check cast PLACES: US - 11 men, 9 women, and 2 kids Check 4 props (+ Jim perhaps) and 5 carps SR	
Intro Music	Check onstage and backstage work lights out, carp moving DR Rock and Roll unit further DS once scrim out	Unit moves so have more traffic space in Wing 2
Need a Little	During package pass - page DS edge of tab for Matt's x US. Watch package catch and puppet pole handoff	Duck so handoff can happen over top of you between props guys
Christmas	Watch puppet lid handoff - page DS edge of tab for 2 women to re-enter	They exit Wing 3, re-enter in 2
	WATCH PUPPET STRIKE - (make sure cast is not in danger of being hit by Puppet poles), Give clear to lower.	Page DS edge of tab to US
	CHECK SANTA/ELF PRESET in Santa box & box into wing #2.	be DSR
	CHECK PATH and Watch Rox exit wing #2 and cross US, then IMMEDIATE set of Rock and Roll. Santa Box should be breasted US so Girl, Kevin, and Mindy have room to exit Wing 2 DS of it.	Be against ladder to house deck electrician jump area.
	Check cane bolts set by Actors	Flashlight assist offstage
Santa's Gonna Rock/Set Change	Oversee Riser strike USC, check for any wet spots left from mopping	
	FLASHLIGHT for set of Nut packages. CHECK on spike.	
	Meet Clara (Olivia/Megan) in scene dock, escort to places	Give "CLARA IS SET" over headset
SGR Playoff/Letter 1	Check Jim (props) behind package B for bear handoff	
	CHECK wing #1&2 clear for 2 SGR units exit. Check carps in place to catch. Jeff pushes DR unit into Wing 1, he exits 2, then Don gives UR unit to carp who strikes to dock. 3 men from US units (including Don) exit. Santa box and DR unit hold in place until 3 women ensemble exit.	Climb ladder to jump area and flashlight during strike.
Nutcracker	CHECK 3 BEAR LIGHTS (DS LEDs) are on	(confirm w/ SL SM)
	Check preset of Guardhouse off Wing #4	Flashlight/Page Assist
	Throughout number: watch for bear trouble	
	Check for Madeline (1st Wooden Soldier) to get to place	To soldier house, by bear exit
Nutcracker Bows/Intro to Wooden Soldiers	GUIDE 3 bears off wing #1 -- with flashy toys (Clara exits 2). Protect yourself and Clara from Russian taking off head. Then when stage dark, go onstage, assist guardhouse to spike, check Sugarplum and dresser exit, all packages off, stardrop in. Follow last package (B) offstage, then grab leg US of it from Prop person, make opening smaller for other 8 Rox to enter. When clear, allow bears through. Wait for Santa to exit before final package to dock, set of retractable reindeer and sleigh to sidestage.	at end of Bows
	Check Santa letter #2 handoff once he exits wing #2	Happens in above sequence.
Wooden Soldiers	CHECK pillow set in wing #3/Guardhouse	
	Letter 2 / Scene Change	After soldier fall, watch blackout and sparkle drop in
	Immediately, once blackout drop in, FLASHLIGHT for Soldier exit, then all Rockettes to SL. Check pillow struck.	make sure blackout drop in
Letter 2 / Scene Change	Guide NY Doors to Spike, Set revolving doors to correct angle. Check hedges for any debris and loose lights, fluff if time.	
	Movie	Wipe floor in Wing 1 as far onstage as possible while fog is running to prevent wet floor. (With deck elec.)

When	What	Notes
Christmas in NY	Check prop guys to receive packages by wing #1	
	Check crew standing by for NY door strike	
	CHECK clear path and watch NY door off in wing #3.	Be DS of opening to scene dock.
	CHECK that NY door unit is "parked" correctly. FIX legs.	
	ASSIST (Page if needed) for Snowman exit in Wing #1	Wardrobe will flashlight him
	CHECK 17 Rox upstage of hedge, be there yourself or trapped DS when hedge opened for next cue.	
	GIVE CLEAR over headset, when last Rockette almost through (can allow for the slight delay)	Then check path for taxi exit again.
	CHECK clear path for DS hedge move	
	CHECK carps ready for Rox sit drill	
	CHECK carps ready for Rox reentrance hedge kicks	
WATCH main drape in and assist snowmen if needed		
Check cast as exit		
When	What	Notes
INTERMISSION	Check intermission shift	
	Intermission Checklist	

Act II

Places	Check 18 Rox & Santa PLACES on deck	
	PUT Santa in Box	When calling SM gives ok
Bizzazz	Check 5 Elves, 2 props PLACES US for Santa's Workshop	
Holiday Season	CHECK carps and props standing by for snow mound and Bizzazz door unit strike. Check pathway to dock	
Set Change	CHECK/FLASHLIGHT wing #1 clear for Rox exit. 1st cue light - snow mounds off, 2nd - Door off.	Page 1st Leg US, then flashlight for step over door electrics
	Check props pushes slide DS on US cue light	Scrim clears first
Santa's Workshop	Check block cart preset in Wing #2 even with spikes	Breast Leg DS
	Check props pulls slide US on US cue light	Beginning of Ragdolls
Ragdolls	Check props to catch bin in Wing 2, If needed, Cue Elves to push block cart on in Wing #3	Top of 5th 8
	Check props to catch block cart in wing #2	cart stores by Dimmer Beach
	Check props bring 2 deer to stage and preset in Wing #1	
Workshop Pt. II	CHECK Props set Deer to Spike when sleigh set by elves	
	FLASHLIGHT/PAGE TAB for Santa Sleigh exit	Flashlight also for disconnect
	CHECK wing #2 clear for elves exit	
Letter 3	ASSIST elves exit #2, then Rox with blocks after drop in	Flashlight on blue line
	ASSIST glocks, trumpets, kids to places	Guard from DROP coming in
	CHECK props person assisting Mrs. Claus exit	DS of Portal
Carol of the Bells	Check 4 sleighs preset (lined up from scene dock)	
	CHECK end of US COB set-up - esp. breast arches DS	
	Check trumpet catch and handbell handoff wing #2	PAGE LEG for Girl Exit in 3
	Check handbell catch (DS) and hats catch (US)	
	WATCH 4 sleighs entrance, then props gets 3 fans for handoff	
	CHECK US clear (warn Rox) and watch sleigh catch in wing #3 (Joe re-enters immediately in wing #2)	be US of Sleigh exit to dock, by bell tower
	Check that 2 sleighs struck to scene dock, then props heads for animals/clean-up	
	CHECK ramp (wing 4) clear for Don exit w/ cape	
	Check cape catch (DS) and fan handoff (US)	
	Check 9 Rox in place with sticks and back racks	Check facings in neckline!
	Go near stagedoor/hall, and when Melinda and Kim cross through, ASSIST 2 sheep *#40 and 189) and 1 donkey to USL	AJ and SL props will meet you halfway
	Check props preset bell tower in Wing #3, path clear for Rox exit Wing #1	

When	What	Notes
Nativity	Guide Bethlehem to spike, clear any debris from stage. If time, assist 1st rock to spike. Return SR and page Tab and DS leg for Rock 2 and 3 traffic from dock.	
	Check props to receive tax bags, donkey, and stunt staff	
	CUE BETHLEHEM STRIKE: Verbally, then open US edge of tab to clear way to scene dock. When through, grab US leg and hold both together to prevent lightleak for crossover. Tell cast/donkey/props it's okay to cross.	Cue when deck elec has disconnected cable and all rocks to stage.
	Assist 3 camels to position in crossover.	
	Check sheep handoff. #6 to Renee, #556 to Jeff M., #105 to Alicia.	All 3 for Rock reveal. Alicia enters w/ curtain, Jeff later.
	Cue Camels: Red enters - " nativity scene (START WALKING) for his parishioners (HOPE TO HAVE RED through curtain) in the village", Immediately after, Gold enters - try to make by " links the living faith of all peoples	Earlier cues than other cities due to longer walk from dock.
	Keep people clear of all USR areas. And keep quiet.	Camel On Stage
One Solitary Life	Darkness onstage. Really watch backstage crew traffic.	
Hallelujah Chorus		
Postshow	Check animal exits - When sheep are at scene dock, give clear to animal handlers	All cast exits other side of stage.
	Return Valuables (or AJ)	