

Twelfth Night

SM RUN SHEET

PRESHOW

5:15 pm	Arrive at theatre Unlock doors: -back of house left and right -stage door left and right -lower house door left -dressing rooms and makeup room -storage: open and place stage weight in door -green room -room 70 Unlock booth and turn on lights- TURN ON CUE LIGHTS
5:45 pm	Check for crew arrival
6:10 pm	Check in on video setup Check glo tape onstage and replace any missing pieces Check cue lights Confirm headset check
6:15 pm	Check sign in sheet for actors- look for missing folks
6:30 pm	Stage Open
6:35 pm	Fight Call setup- colonnade, 2 urns, bench
6:40 pm	Fight Call: Antonio, Sebastian, Fabian, Andrew, Viola, Toby ** keep ASM and rail on standby to fly out colonnade/strike urns after sword fight
6:55 pm	Close stage Final check of onstage preset (shrine on- candles ok, pit at orchestra with steps, pit power on, rail lights low, run lights on, shop work lights off, wine corked, swords wrapped, Go into Lights 1 and Sound .5
7:00 pm	Open House Announce half hour dressing rooms
7:15 pm	Call 15 minutes
7:20 pm	Check in with ASMs Check in with House Manager- head to booth
7:22 pm	Call 5 minutes over cast call mic and headset
7:27 pm	Call Places over cast call mic and headset

7:30 pm

Begin show (or when receive "house is closed" from house manager)
Crew on headset to start- lights, sound, (2) ASM, (2) projections operators

Top of show places:

SR- Orsino, Curio, 2 Lords

SL- Olivia, Valentine

INTERMISSION

At 8 minutes in

Call 5 minutes

Check in with ASM

Check in with House Manger- head to booth

At 13 minutes in

Call Places

At house closed

Check for places, all crew back on headset

Part Two Places:

SR- no one

SL- Toby, Andrew, Fabian, Maria

POST SHOW

At house empty

Announce house is closed and ask for work lights & call Sound 46

Go down to deck and check in with ASMs and crew

-prop notes

-consumables check

-projector rewind

Go down to dressing rooms to check with actors

Make sure center projector is off and others struck to light shop

Pit back up to auditorium level, fan off, power off

Lock doors:

-Dressing rooms and costume shop

-Starage

-Room 70

-Green room

-stage doors right and left

-lower house door left

-back house doors right and left

Collect stuff from booth, turn out lights, lock door

Go to office: write report, update website, email report & link, post report