

ASM RUN SHEET
Dirty Rotten Scoundrels

5:00 p.m. or 11:30 a.m.:

- Arrive at Toland Theatre
- Set up station SL
- Complete any technical notes needed

5:30 p.m. or 12:00 p.m.:

- Make sure that all crew is signed in and present, call if late
 - Check Crew Contact Sheet to see if late crew member has known reason for being late (located under CONTACT INFO tab – 1st small light green tab)

5:35 p.m. or 12:05 p.m.:

- Supervise the sweeping and mopping of the stage floor and the floors of the scenic units

5:45 p.m. or 12:15 p.m.:

- Supervise the Checking-Out of Props from the props cabinet and answer any questions the crew may have
 - Personally see that the Lockbox with the Gun is preset on SR props table (Located on the far right side of the top shelf in cabinet and key is hanging on clip on left door of cabinet)
 - Personally see that that the roulette wheel is put on the roulette table SR (located in its box in light shop)
 - Personally make the lettuce leaf for Colleen's flowered comb (the lettuce is located in the greenroom fridge and the comb can be retrieved from Colleen in the make-up room)
- Help with the preshow set-up of the scenic units that are onstage if needed

6:00 p.m. or 12:30 p.m.:

- Check Props Tables with the ASM Preset List, located in binder under PROPS RELATED (2nd small purple tab)
 - Check Props Table SL
 - Check SL Deck

6:55 p.m. or 1:25 p.m.:

- Start following the Shift Plot (located in the front cover pocket of binder)

7:15 p.m. or 1:45 p.m.:

- Be ready on headset for top of show

8:45 p.m. or 3:15 p.m. (intermission):

- Personally see that the Lockbox with the Gun is put back into the props cabinet
- Continue to follow the Shift Plot

8:55 p.m. and 3:25 p.m.:

- Be ready on headset for top of Act 2

9:00 p.m. or 3:30 p.m.:

- Continue to follow the Shift Plot
- During Act 2 Scene 9 (after "I Win, I Win, I Win") fill up the two party glasses with ice and Cherry 7 Up and deliver one to SR (put on roulette table next to ASM)

10:15 p.m. or 4:45 p.m.:

- When given the go-ahead by the Stage Manager help the crew put away the props
- Help move all scenic units to SL for the night
- Check with the Stage Manager about dismissing the crew and seeing if their call time is changed for the next performance
- After Crew is dismissed check with Stage Manager to see if there are any technical notes, if we have to post anything on any of the call boards, see if we are dismissed for the night and if our call time is changed for the next performance