## Theatre Opening & Closing Checklists

**OPENING CHECKLIST DURING REHEARSALS AND PERFORMANCES**

* + Turn off alarm
	+ Turn on theatre lights (by alarm)

**CLOSING CHECKLIST DURING REHEARSALS AND PERFORMANCES**

* + Turn off EVERYTHING THAT WAS USED backstage, paying careful attention to the coffee pots and space heaters!
	+ Check any plug-in work lights that were set up backstage and ensure they are off
	+ Empty backstage garbage cans and place in dumpster
	+ Clean auditorium of all mess left behind
	+ Shut off dressing room makeup lights
	+ Check all doors backstage, including, but not limited to: all doors in the expansion, side door off downstage right, four double doors in auditorium, and lobby doors
	+ Check skylights above the stage and above the shop; make sure they are all closed
	+ Turn off all switches on stage manager’s podium
	+ Turn off prop cabinet lights
	+ If using the orchestra pit, turn off everything, including lights in the pit
	+ LEAVE ON worklights
	+ Check to see all cast and crew are out of the theatre
	+ Call out loudly “Is anyone here?” before closing
	+ Check booth to be light board is off, and all equipment is covered
	+ Turn off theatre lights
	+ Set alarm