## 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