

LIT:Once Upon a Mattress - PreShow Checklist 2017 (UPDATED 8/9/17)

8/10/2017	8/11/2017	8/12/2017	8/18/2017	8/19/2017	What	Who
		2:00pm	7:00pm	2:00pm	7:00pm	
					Sweep Stage	Katie & Theresa
					Turn on Lightng Equipment	
					Turn on Sound Equipment	
					Sound Check	
					SET PIECES:	
					ONSTAGE:	
					Queen & King's Throne w/ Cushion	
					Wood Pedestal w/ Hourglass & Mirror	
					BEHIND SR PROSCENIUM:	
					Changing Screen	
					OFFSTAGE RIGHT:	
					Bed & Ladder	
					Standing Mirror	
					1 Mattress	
					OFFSTAGE LEFT:	
					Standing Mirror	
					Purple Bench	
					LOBBY/ BAY:	
					3 Trees	
					4 Benches	
					Stone Pedestal w/ Cauldron & props	
					1 Mattress	
					PROPS:	
					LOBBY CLOSET:	
					Scroll - Harry	
					Broom - KateLynn	
					Suitcase & Satchel Bag - Larken	
					Clipboard & Pencil - Wizard	
					Rag - KateLynn	
					Trick Handkerchief - Minstrel	

							Antlers	
							DRESSING ROOM/ PERSONAL PROP:	
							Diamond Staff - Jester	
							Bell Staff - Jester	
							Blue Handkerchief - Larken	
							Orange Handkerchief - Winnifred	
							Green Dress - Evelyn	
							Trick Handkerchief - Minstrel	
							Turn on monitors in dressing rooms	
							Turn on run lights backstage	
							Check in w/ FOH	
							Distribubte Headsets	
							15 until HOUSE OPENS	
							Clear all personal belongings from House	
							Send all cast members backstage	
							Turn off worklights, B/O Check	
							Go to Sound Cue 1	
							Go to Light Cue 1	
							Open the House	
							30 until GO/ House is OPEN	
							Unlock Watergate & Front Doors	
							Update FOH	
							15 until PLACES	
							Announce "15 until Places" Backstage	
							10 until PLACES	
							Announce "10 until Places" Backstage	
							5 until PLACES	
							Announce "5 until Places" Backstage	
							Check in w/ FOH, announce hold if necessary	
							PLACES for TOP OF SHOW	
							Announce "Places" for TOS	
							Confirm everyone is at PLACES for TOS	