GET OUT CHECK LIST

Company: Hand Me Down
Show: Take Me By The Tongue
Date of Performance: Thursday 29th May 2014

No member of the company is to leave the LPAC until all jobs are completed. Time: 20.30 – 21.15.

NAME	JOB/s	DONE	NOTES
Lizzy Hayes	**Ensure that all members of the company complete allocated jobs.** Assist where possible in returning the auditorium to its normal set up. Responsible for personal possessions.		
Stephanie Alcock	Assist where possible in returning the auditorium to its normal set up. Responsible for personal possessions.		
Andrew Tinley	Assist where possible in returning the auditorium to its normal set up. Responsible for personal possessions. Ensure that the dressing room/green room is left is acceptable state. Ensure that all technical equipment is returned.		
Libby Soper *See post show checklist*	Ensure that all props are checked immediately and returned to the props box. Ensure that all costume is returned accordingly Remove all LX tape from props and costume table. Begin to remove legs from rostrums. Responsible for personal possessions.		
Kirsty Jakins	Ensure that all microphone stands and microphones are collected together before any set it		

	moved. Assist Libby with costume and props check. Responsible for personal possessions.		
Jess Law	Remove special notices on the LPAC doors and double check Zing for promo material on tables. Responsible for personal possessions. Ensure that dressing room and green room are hovered and tidied.		
Kayleigh Anne Brewster	Assist where possible in returning the auditorium to its normal set up. Assist Libby with the returning of the trestle tables and costume rail. Remove legs from rostrums and place in allocated area on stage. Responsible for personal possessions.		
Jess Jarvis	Responsible for personal possessions. Return all red chairs to the dressing room. Remove legs from rostrums and place in allocated area on stage.		
Jade Fallon	Responsible for personal possessions. Return all red chairs to the dressing room.		