

PRODUCTION WEEK CHECK LIST

Company: Hand Me Down

Show: Take Me By The Tongue

Date of Performance: Thursday 29th May 2014



JOB	CHECK	SM MEMBER
PROPS		
Props table template 1		
Props table template 2		
Pre show props check list		
Post show props check list		
Borrowed props returned (by 30/5/14)		
COSTUME		
Costume table template 1		
Costume table rail template		
Pre show costume check list		
Post show costume check list		
Borrowed costume returned (by 30/5/14)		
DSM responsible for checking all props and costume are in correct pre and post show positions, also responsible for re set.		
ADMINISTRATION		
Zing cd burned and communication with box office (by 17.00 on 29/5/14) organised for pre set from 19.00		
TV movie created and given to zing to place on TV screens by 17.00 on 29/5/14		
PRS form (completed by 27/5/14)		
Communicate with LPAC crew regarding Martin/Alex calling 3 cues during the show (print of master copy of prompt script)		
Print off pre show report to give to Zing/LPAC by 19.00 on 29/5/15		
Print off show information and stick to auditorium doors by 18.30 / give to Zing/LPAC staff: strong language/adult content/promenade performance		
Ensure that risk assessment is printed off and familiarised with at the start of performance day		
Ensure company and LPAC crew are aware of the day schedule and requirements of the show		
Dress run 14.00 – Audience		
Print off all email correspondence documentation		
SOUND/LIGHTING		
Check all mic levels before dress rehearsal and tech rehearsal		
DSM is aware of all technical pre and post show locations of microphones and stands		
Guitar stand is located by 27/5/14		
Lighting cues are completed and finalised (in BOTH prompt books)		
Sound cues are completed and finalised (in BOTH prompt books)		
Projection cues are completed and finalised (in BOTH prompt books)		

Technical cue to cue is completed with SM located on stage to confirm lighting states and areas		
Kirsty is shown how to operate live feed camera		
Live feed camera is inputted in to QLAB		
SET		
All set is safety tested by SM before 12.00 on 29/5/14		
Ensure that all rostrum legs are secure (DSM)		
Test out all projection with lights and SHAKE THE WEEK/POWER to ensure that there is no interference by performers		
DSM ensure that all prop/costume boxes are suitable		