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## Final Checkout List for Atwood Concert Hall

### RIGGING

- 1) Battens and Purchase Lines are clean of all tape and other marking materials.
- 2) Empty battens and Electrics are returned to pipe weight.
- 3) All additional rigging added during your production is removed.
- 4) Any rigging tools or special rigging items are neatly returned to the rigging road boxes.
- 5) All soft goods are restored to the standard hanging plot (use only ACPA soft goods).
  - a) Legs hung at 40' opening.
- 6) Borrowed soft goods are folded and returned to the storage area in the Sydney Laurence Orchestra pit.
- 7) Hand lines are coiled and returned to the gray rope hamper. Rope hamper stored in the Orchestra Shell storage area up Stage Right.
- 8) All bull lines are coiled onto the battens, none dangling.
- 9) The bottoms of all non-electric arbors are to be left 8 feet above the deck.
- 10) All soft good wraps used for holding soft goods together during shell set-up are removed and neatly put away in the brown ACPA cabinet in the up stage right corner on the bottom shelf.
- 11) All pipes are return and properly stack upstage right in the labeled storage areas.
- 12) Grid is restored. Spotting blocks and grid ropes (coiled) are to be returned to stage left next to loading rail. Hardware returned to storage box next to loading rail.
- 13) Any shims moved must be restored back to original position.

## **LIGHTING**

**\* Note: all storage in the spine is in the cage and items should be returned properly to its labeled place (see ACPA production person to open cage).**

- 1) All memory is cleared from the light board and floppy disc is removed.
- 2) Monitors and power regulator are struck from the stage and restored in the booth. Center Staff will restore light console to booth.
- 3) Fixtures from other theatres are returned to their correct venue and placed on racks according to labels.
- 4) 60 Amp boxes are returned to upstage right storage area on shelves.
- 5) Drop boxes are disconnected and properly put away up stage right.
- 6) The following equipment is returned to its proper storage area:
  - A) Instruments to instrument racks, hung according to the labeling on the racks.
  - B) Multi cables neatly coiled on rails and grids.
  - C) Color and templates are returned to storage area (Upper Rehearsal Hall).
  - D) Running lights are returned to storage area in lamp cabinet up stage right.
  - E) Gel frames, AC cords, barn doors and top hats are returned to storage area in spine.
  - F) 4th Electric: 8 Far Cysc hung for storage, 4 SL, 4 SR at end of batten.
- 7) Lighting fixtures hung for table lighting and/or as running light are removed and returned to storage or racks.
- 8) Broken units, cables and accessories are tagged with description of problem and theatre and handed over to the ACPA production person on duty.
- 9) Instrument racks are neatly stored against the up stage wall.
- 10) Work lights: Two scoops on each 1/2 house 1st, 2nd and 3rd Electric, plugged into Non-Dims and functioning as work lights. Hang scoops on bottom pipe.
- 11) Stage Electrics are stripped and pigtails are tied in loose half hitch and draped over raceway.

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## **FRONT OF HOUSE**

- 1) Color is removed.
- 2) Cable is properly dressed and not all over the catwalk floor or dangling from electrics.
- 3) Cable, twofers and other accessories are removed.
- 4) Any 10-degree lamps borrowed from another cove are returned.
- 5) All instruments are left patched.
- 6) Instruments all have safeties attached and hung on upper pipe.
- 7) Box booms are struck. Top Box Boom SL and SR hung with (1) 20-degree Colortran, (1) 30-degree Colortran, and (1) 40-degree Colortran.
- 8) Any additional instruments added are struck and returned to their proper storage area.
- 9) (6) 10-degree Colortran instruments should be left on balcony rail position.

All other instruments removed and returned to storage.

## **MISC. LIGHTING**

- 1) All strip lights are put back in storage in lower rehearsal.
- 2) Restore c-clamps tightly on to Cyc strips used for ground row and put in storage area in lower rehearsal.

## **FOLLOWSPOT BOOTH**

- 1) Dimmer controlled lights are turned off.
- 2) All trash removed and brought down and put in stage trashcan.
- 3) Two headsets and belt packs are placed on Clear COM hangers.
- 4) All color and frame is removed.
- 5) Follow spot time log is filled in.

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## **LIGHTING CONTROL BOOTH**

- 1) Dimmer controlled lights are turned off.
- 2) All trash removed and trashcan placed in circulation ring.
- 3) One headset and belt pack is left in booth. All other Clear Com is remove and return to storage.

## **FRONT OF HOUSE RESTORE**

Curtain Warmers	(6) 10 degree Colortran (6) 5 degree Altman
Follow spot booth	(2) Xenon Super Troupers
D1	(4) 10 degree Colortran
D2	(4) 10 degree (1) 5 degree ETC S4
D3	(4) 10 degree (1) 5 degree ETC S4
D4	(8) 10 degree (2) 5 degree ETC S4
D5	(4) 10 degree (1) 5 degree ETC S4
D6	(4) 10 degree (1) 5 degree ETC S4
D7	(4) 10 degree Colortran
C1	(5) 10 degree Colortran
C2	(5) 10 degree Colortran
C3	(5) 10 degree Colortran
C4	(5) 10 degree Colortran
B1	(4) 10 degree Colortran
B2	(3) 10 degree Colortran
B3	(5) 10 degree Colortran
B4	(4) 10 degree Colortran
B5	(8) 10 degree Colortran

Revised 07/11/2011

B6	(4) 10 degree Colortran	
B7	(6) 10 degree Colortran	
B8	(3) 10 degree Colortran	
B9	(4) 10 degree Colortran	
A1	(2) 10 degree Colortran	
A2	(3) 10 degree Colortran	
A3	(3) 10 degree Colortran	
A4	(2) 10 degree Colortran	
Balcony Rail	(6) 10 degree Colortran	
1/2 House	(4) 10 degree Colortran	(4) 8" Fresnels w/ Barn doors
Stage Left Box Boom	(1) 20 degree Colortran (1) 40 degree Colortran	(1) 30 degree Colortran
Stage Right Box Boom	(1) 20 degree Colortran (1) 40 degree Colortran	(1) 30 degree Colortran

### **ROLLING RACKS INSTRUMENT STORAGE**

Rolling storage racks are labeled. Check the inventory and inform the ACPA production personnel of any missing units. Damaged units must be labeled and placed in the repair area located in the spine cage. Return all borrowed units to respective theaters. All units have letter and color markings for each of the theaters: red "A"-Atwood; blue "D"- Discovery; and Brown "S"- Sydney Laurence.

Rack 1	(40) ETC 36 degree Source Four
Rack 2	(40) ETC 26 degree Source Four
Rack 3	(20) ETC 50 degree Source Four
Rack 4	(20) 20 degree Colortran (10) 10 degree Colortran
Rack 5	(38) 30 degree Colortran
Rack 6	(32) 40 degree Colortran
Rack 7	(24) 8" Fresnels
Rack 8	(23) 8" Fresnels

Revised 07/11/2011

Rack 9 (35) PAR 64 Cans

Rack 10 (35) PAR 64 Cans

#### **4th ELECTRIC STORAGE**

Stage Left and Right (4) Colortran Far Cyps 8-total

#### **WORK LIGHTS**

1/2 House (2) 14" Scoops

1st Electric (2) 14" Scoops

2nd Electric (2) 14" Scoops

3rd Electric (2) 14" Scoops

Mid Rails:

Stage Left (2) 14" Scoops

Stage Right (2) 14" Scoops

**If the inventory is not properly restored a charge will be added to the close out.**

#### **AUDIO**

- 1) Before proceeding with disconnecting any audio gear make sure all post-show instructions are followed.
- 2) All microphones, clips and windscreens are returned to their original boxes and put in the audio road box.
- 3) All microphones stands are completely collapsed and returned to the cage storage area.
- 4) All stage and console tape is removed from rubber mats, audio lines and audio gear.
- 5) All microphones cables, speaker cables and sub snakes are neatly coiled using cable ties and put into proper cable barrels and cable barrels are put into their storage area.

Revised 07/11/2011

- 6) (Where applicable) House mix position is removed and auditorium seats are restored. All seats are in numerical order and all seats and removable floor panels are securely fastened down to the floor. House table and skirting returned to storage area.
- 7) All shared audio equipment (processing gear, monitors, etc.) not permanently assigned to that theatre shall be returned to its assigned storage area.
- 8) Mixer is returned to the control room. Plug in the power supply to the console **FIRST** and then connect the console power supply to the AC power. Remove all marking tape from mixer.
- 9) Connect input harness to the control room panel and microphone inputs on the console board.
- 10) Clear COM restored to both loading rails, down stage left, right, sound booth, light booth, and follow spot booths and hung on clear com hangers.
- 11) Connect the output harness to the appropriate outputs on the mixer board and the other end of the output harness should be neatly coiled on the floor next to the control room panel.
- 12) Normal out the console. (See audio detail in audio booth)
- 13) All patch cables are removed from the patch bay in the control room and hung on the cable hanger according to size.
- 14) All FX speaker patch cables in the amp room should be disconnected from FX amp outputs.

## **GENERAL STAGE**

- 1) Risers are put back on riser carts, 8 inch with 8 inch and 16 inch with 16 inch, etc. The carts are returned to lower rehearsal storage.
- 2) Portable Staging is folded; legs restored to lowest position and rolled to lower rehearsal storage.
- 3) All stage skirting should be neatly folded and put in containers on the storage cart. Chair backstops and hardware return to storage cart. Riser railings returned to storage cart. Storage cart kept in Lower Rehearsal.
- 4) All soft good wraps used for holding soft goods together during shell set-up, are removed and neatly put away in the brown ACPA cabinet, upstage right corner on the bottom shelf.
- 5) All quick-change booths are struck. The soft goods neatly folded and returned to the white hamper. White hamper is stored in the Atwood Orchestra Shell storage area.
- 6) All pipes are returned and properly stacked upstage right in labeled storage area.
- 7) Base plates are returned to storage carts and stored in Orchestra Shell storage up-stage right wall.

Revised 07/11/2011

8) Tables – Stage Right 6 Tables: 4-8'x2', 1-6'x3', 1-5'x3' under SMP

Stage Left 4 Tables: 4 - 8'x2', 1 - 6'x3'

9) Chairs - stacked and stored along stage right wall next to the circuit breaker box.

10) Portable Stage manager's panel is cleaned out. Portable Rolling Stage manager's rack is disconnected, cables wrapped and placed down stage right against wall. Video Monitor and cart is returned to down stage right against the wall.

11) Light and sound booths cleaned, trash cans place in the circulation ring.

12) Stage is dust mopped and trash is thrown in trashcans. Trashcans are placed in spine. Stage is wet mopped as required by Production Manager.

13) Large trash items cut up and placed in dumpster.

14) Trash is removed from along the fly rail, catwalks and pit and thrown in trashcans.

15) Pit seats are removed and placed in storage area. Restore of pit is at stage level with orange barricade in place. Gray pit seat wall is stored in orchestra pit.

16) All tape and screws are removed from the stage floor.

17) All holes in the floor are plugged.

18) All tables are cleared of all items and cleaned.

19) All personal and user property is removed from the theatre. Additional storage fee will be charged if any items are left behind.

20) Pianos restored to appropriate storage area. (See Center Production staff on duty).

21) Stairs restored in orchestra pit.

22) House mix restored in orchestra pit.

23) Tape is removed from rubber mats and each mat is individually rolled and returned to the up stage storage area.

24) All tools are returned to the ACPA production person on duty.

Atwood Special Tools: 3 large screwdrivers, Pit plug ratchet and sockets, & Orchestra Shell ratchet

25) Hand lines are coiled and returned to the gray rope hamper. Hamper is stored in the orchestra shell storage area up stage right.

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- 26) A list of any damaged ACPA equipment or damage to the facility is reported to the Theatre Production Manager or to an ACPA production person on duty. This allows repairs to take place for future clients.
- 27) Ghost light is plug in and strap is set up.
- 28) The Blue Book should be left on shelf next to down stage pin rail.
- 29) Check In/Out clipboard should be left on table under SMP panel. Check In/Out sheet filled out by client representative and ACPA Production personal.
- 30) All brooms, maps, map buckets, and dust pans returned to up stage right corner and hung on storage racks.

## **DRESSING ROOMS**

- 1) Dressing Rooms - all personal and user property is removed.
- 2) Dressing Rooms - trash is placed in trashcans and outside in the hallway.
- 3) Wardrobe - (See wardrobe restore checklist posted on wall of wardrobe)
- 4) Wardrobe - ironing boards and steamers are returned to the wardrobe room. Wardrobe room is restored per wardrobe checklist.
- 5) Road Box Storage - all personal items and user property is removed.
- 6) Road Box Storage - all wardrobe racks are returned to this room.
- 7) All chairs returned to their proper dressing rooms.
- 8) Actor's lounge- refrigerator is emptied of all food and personal items. Coffee pots cleaned. Cabinets are emptied of personal and user property.
- 9) Actor's lounge- all personal and user property is removed, swept and trash is placed in trash cans in the hallway.

**The client is financially responsible for ACPA equipment that is damaged or lost.**