

FINAL CHECKOUT LIST FOR DISCOVERY THEATRE

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 rep disk is reloaded and checked. Rep plot disk should be removed and set next to board.
- 2) Video Monitors and power regulator are struck from the stage and restored in the booth. Center Staff will restore lighting 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 storage in amp room.
- 5) The following equipment is returned to its proper storage area.
 - A) Lighting Instruments hung on racks according to the labels.
 - B) Multi cables neatly coiled on rails and grids.
 - C) Color and templates are returned to storage area (Lamp Storage).
 - D) Running lights are returned to storage area in lamp cabinet in amp room.
 - E) Gel frames, AC cords, barn doors and top hats are returned to cage storage in spine.
- 6) Lighting fixtures hung for table lighting and/or as running lights are removed and returned to amp room cabinet bottom shelf.
- 7) Broken units, cables and accessories are tagged with description of problem and theatre and handed over to the ACPA production person on duty.
- 8) Drop lines are neatly coiled and tied to rail.
- 9) All 6K-breaker distribution boxes used in the catwalks are placed back in storage area in the follow spot booth.
- 10) Stage Electrics are restored and focused to rep plot and unused pigtails are tied in loose half hitch and draped over raceway.
- 11) Drop boxes are disconnected and put away in amp room.
- 12) Instrument racks are neatly stored against the up stage wall.
- 13) Work lights consist of two scoops on each 1st, 2nd and 3rd electric, plugged into non-dims and functioning as work lights. Hang scoops on bottom pipe.

MISC. LIGHTING

1) Restore c-clamps tightly to strip lights 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 trashcans.
- 3) Two headsets and belt packs are placed on clear-com hangers with cables neatly coiled.
- 4) Follow spot time log is filled in.

RIGGING

- 1) Battens and Purchase Lines are clean of all tape and other marking materials.
- 2) Empty battens 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 box.
- 5) All soft goods are restored (use only ACPA soft goods).
- 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 rope hamper.
- 8) All bull lines are coiled onto the battens, none dangling.
- 9) The bottom of all non-electric arbors should be left 8 feet above the deck.
- 10) Legs are hung at 40' opening
- 11) All bull lines restored to line sets with soft goods

AUDIO

- 1) Before proceeding with disconnecting any audio gear make sure all post-show instructions are followed. (See post show under audio).
- 2) All microphones, clips and windscreens are returned to their original microphone boxes and put in the audio road box.
- 3) All microphone c stands are completely collapsed and returned to cage storage area.
- 4) All stage and console tape is removed from rubber mats, audio lines, or audio gear.
- 5) All microphone 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.
- 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 is 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) Connect the output harness to the appropriate outputs on the mixer board and the other end of the output harness is neatly coiled on the floor next to the control room panel.
- 11) Clearcom is returned to fly rail, loading rail, down stage left, right, sound booth, light booth and follow spot booth and hung on clear-com hangers with cables neatly coiled.
- 12) All patch cables are removed from the patch bay in the control room and hung on the cable hanger according to size.
- 13) Normal out the console. (See audio detail in audio booth).
- 14) Stage manager page control panel is disconnected from the system, front and back covers put on anvil case and stored in the stage right stack position.
- 15) All speaker patch cables are pulled in the amp rooms.

GENERAL STAGE

- 1) Risers are put back on riser carts, 8 inch with 8 inch and 16 inch with 16 inch and so on, c-clamps and wood trim also are put back on cart and returned to storage in Lower rehearsal.
- 2) Portable Staging is folded; legs restored to lowest position, and rolled into Lower rehearsal.
- 3) Pipe is stored in labeled upstage right area of the Atwood.
- 4) Stage is dust mopped and trash is thrown in trashcans. Trashcans are placed in spine. Stage is wet mopped as required by Production Manager.
- 5) Large trash items cut up and placed in outside dumpster.
- 6) Trash is removed from along the fly rail, the catwalks and from the pit and put in trashcans, which are then placed in the spine.
- 7) All tape is removed from stage floor and rubber mats. All screws put in during show must be removed
- 8) All holes in the floor are plugged.
- 9) All rubber mats are returned to lower rehearsal storage hamper.
- 10) All personal and user property is removed from the theatre.
- 11) Pianos are returned to appropriate storage area. (See Center Production staff on duty)
- 12) All stage skirting should be neatly folded and placed in boxes on the riser cart in Lower rehearsal.
- 13) A list of any damaged ACPA equipment or damage to the facility is given to the Theatre Production Manager or to an ACPA production person on duty.
- 14) Ghost light and strap is set up.
- 15) Base plates are stacked and stored on labeled carts next to the upstage right wall.
- 16) Tables - All tables are cleared of all items and cleaned. All six tables should be stacked and put into piano storage.
- 17) Chairs - stacked and returned according to spiked area in the amp room located stage left.
- 18) Light and sound booths removed of trash, trash cans should be put into circulation ring.
- 19) Stairs - check with Theatre Manager.
- 20) Barricades - store in Atwood orchestra pit.
- 21) All tools are returned to the ACPA production person on duty.

Discovery Special Tools: House seats ratchet and sockets.

22) Blue book is left on top of SMP panel.

23) Check In/Out sheet is left on side of SMP panel.

DRESSING ROOMS

- 1) All personal and user property is removed.
- 2) Trash is placed in trashcans in the hallway. All chairs are returned to proper dressing rooms.
- 3) Wardrobe - all personal and user property is removed. Room is swept and trash is placed in trashcans in the hallway. Ironing boards and steamers are returned to the wardrobe room. Restore per checklist found in wardrobe room.
- 4) Road Box Storage - all personal items and user property is removed. All wardrobe racks are returned to this room.

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