

Checklist for Striking in the Ex

Beforehand:

- Contact the next show's producer(s) to facilitate the most efficient turnover - you might be able to leave some seating risers or lights inside the theater or coordinate where the SM booth should be.

During Strike:

- All tools must be put away in their proper places in the tool room, neatly.
- Gather all props and costumes that must be returned to storage neatly. All costumes must be dry cleaned before they are returned. The following week (Tuesday is the earliest day she's in), visit Suzy Kadiff to check everything back in.
- All lighting instruments should be properly and neatly organized against the wall of the grid.
- All soft goods should be put back - properly folded - in the appropriate bin in the trap room. On top of each bin is a list of contents - please help us keep those accurate.
- Chairs should be stacked up and put back behind the lobby display case.
- Unless you have coordinated a different arrangement with the following show, please return all risers to the airlock.
- Stock platforms should be returned to the trap room. Stock flats should be placed in the upper airlock.
- All extra equipment (music stand lights, microphones, hazers, projectors) should be safely and promptly returned.
- All gels, frames, clip lights, etc. should be returned to the prop box outside the Ex doors. Please make sure everything is put away neatly - each gel should be put back in the appropriate folder.
- Make sure that the entire floor is thoroughly painted in black (Allflor not glossy or anything else)

Shortly Afterwards:

- Drop off 3 posters and 3 programs to the HRDC Board Office for the Historian to archive.
- Submit all reimbursements to the Treasurer within two weeks of strike.