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**Sydney Laurence Theatre – Final Checkout List**

**RIGGING**

- 1) Battens and Purchase Lines are clean of all tape and other marking material.
- 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 bottoms of all non-electric arbors are to be left 6 feet above deck.
- 10) Side curtain SR is banded snug against the ladder DSR and side curtain SL is banded to USL stair.

## 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 disc is reloaded and checked. Rep plot Disk should be put away in cabinet.
- 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) Drop lines are neatly coiled and tied to the rail.
- 6) 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.
- 7) Lighting fixtures hung for table lighting and/or as running lights are removed and returned to amp room cabinet bottom shelf.

- 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) Stage Electrics are restored to rep plot and unused pigtails are tied in loose half hitch and draped over raceway.
- 10) All 6K-breaker distribution boxes used in catwalks are placed back in storage area in the follow spot booth.
- 11) Work lights consist of two Broads on 1<sup>st</sup> electric, two Broads on 2<sup>nd</sup> Electric, Two scoops on 3<sup>rd</sup> electric plugged into Non-dims, functioning as work lights. There is also 1 scoop on each midrail and 2 scoops in the front of house.
- 12) Instrument racks are neatly stored stage left.
- 13) Drop boxes are disconnected and put away on rack.

#### FRONT OF HOUSE

- 1) Color is removed and returned to lamp storage.
- 2) Cable is properly dressed and not all over the catwalk floor or dangling from electrics.
- 3) Cable, twofers and other accessories are removed and put back in cage.
- 4) Instruments all have safeties attached.

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- 5) Any additional instruments added are struck and returned to their proper storage area.
- 6) See FOH inventory for exact inventory and proper storage location for theatre.
- 7) Rep plot is restored (units labeled R119/05) and all unused instruments are unplugged and hung on top pipe.
- 8) Box booms are to be left with circuits unplugged in the catwalks only.

#### MISC. LIGHTING

1. Restore c-clamps tightly on 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.

#### 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.

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- 3) All microphone stands are completely collapsed and returned to the 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 to the mixer 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) Clear-com 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) Normal out the console. (See audio detail in audio booth.)

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- 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 rooms should be disconnected from FX amp outputs.
- 15) Stage manager page control panel is disconnected from system and stored on second shelf of video cart. Cart is put in stage right nook.

#### 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 Lower Rehearsal.
- 2) Portable Staging is folded; legs restored to lowest position, and rolled into Lower rehearsal.
- 3) Pipe is stored in upstage right-labeled 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 storage area.
- 10) All personal and user property is removed from the theatre.
- 11) Pianos are returned to appropriate storage areas. (See Center Production staff on duty.)
- 12) All stage skirting should be neatly folded and placed in the 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 neatly underneath the spiral stairs.
- 16) All tables are cleared of all items and cleaned. All tables are folded with legs up and put in stage right storage vestibule. 1 narrow table stays beneath the Stage Managers Panel stage left and another narrow stage right under phone.
- 17) Chairs - stacked and returned to storage area stage right.
- 18) Light and sound booths are clean; trashcans emptied into stage trashcans.
- 19) Stairs are returned SR to Audience.

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

Laurence Special Tools: House seats ratchet and socket. (Same as door 7/16")

Sound door torque wrench, ratchet and sockets.

Leave door tools hanging on hook up stage from door.

21) Return Blue Book to stage right Amp Room.

22) Check In/Out sheet clipboard hangs next to telephone.

### 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. (See checklist posted in wardrobe room)

4) Road Box Storage - all personal items and user property is removed. All wardrobe racks are returned to this room.

**Client must fly in Scrims and Cycs to be inspected before leaving on final load out day or additional charges will be added to the closeout of the client renting the building.**

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