



Little Theatre of Owatonna

LTO Safety Guide Regarding COVID-19

2020-2021 SEASON

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1. PREFACE

While our doors have remained closed during the COVID-19 pandemic, Little Theatre of Owatonna's thoughts have been with our volunteers, actors, and patrons. As we look toward the future, we have set our sights on creating a plan that will allow us to reopen to the community in a safe and responsible way. Our Safety Guide contains the guidelines that we recommend in order to keep each volunteer, actor, and patron safe and healthy.

There is no "perfect" or outlined way to proceed in a pandemic such as this one, but we have drawn upon the guidelines suggested by local, state, and federal agencies, experts, and associations. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By entering Little Theatre of Owatonna's facilities, volunteers and patrons voluntarily assume all risks related to exposure to COVID-19. LTO remains committed to monitoring the current recommendations, guidelines and restrictions that we are subject to; as such, everything in this safety guide is subject to change based on local, state, and federal regulations and recommendations.

LTO is committed to engage in practices that are reasonable under our own circumstances to protect our volunteers and patrons from inadvertent exposure and to encourage compliance with the guidelines outlined in this document.

LTO must be able to respond flexibly to changing circumstances as they arise, and for this reason, this plan does not promise specific treatment in specific situations. The guidelines contained in this plan are subject to changes and exceptions without prior notice, at LTO's discretion. All decisions regarding the application or interpretation of this plan are also in LTO's discretion.

Thank you,

LTO Board of Directors

2. GENERAL COVID-19 POLICIES

GENERAL VOLUNTEER PRACTICES

All volunteers are encouraged to put the following guidelines into practice, both while at LTO and in their day-to-day lives:

- **HAND WASHING.** When available, volunteers will wash their hands with soap and water for at least 20 seconds. When this is not an option, volunteers will use sanitizer containing at least 60% ethanol or 70% isopropanol. Volunteers should also wash their hands at the beginning and end of each shift, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.
- **PHYSICAL DISTANCING.** Whenever possible, volunteers should leave at least 6 feet between them and the person closest to them.
- **FACE COVERINGS.** Volunteers will wear physical respiratory protection, such as cloth face masks, whenever in our facility. When handling face coverings volunteers should observe the following:
 - Wash your hands before putting on a face covering.
 - Put the same side against your face each time to avoid wearing the “contaminated side” against your nose and mouth.
 - Remove your face covering using the straps to avoid touching the part that protects your face.
 - Wash face coverings frequently (preferably after each use).
- **OTHER PRACTICES.** Volunteers should avoid touching their face, especially their eyes, nose, and mouth, whenever possible. Microphones, headphones, and other personal equipment should be cleaned and sanitized before and after each use. Volunteers should also cover their cough or sneeze with a tissue, or elbow/shoulder if no tissue is available, followed by thorough hand washing or hand-sanitizer. It should be common practice to avoid close contact with people who are sick (COVID-19 or not), stay home when sick, and clean/disinfect frequently touched surfaces and objects.

TESTING & SCREENING POLICIES

All volunteers may be subject to the following:

- **BUILDING ACCESS SCREENINGS.** Upon arrival at the theatre or rehearsal space each day, each volunteer will be subject to a routine temperature check using a touchless or minimal touch thermometer which will be sanitized between each use. If volunteers test for a temperature of 100.4F or higher, they may request a second screening. If after a second screening has been completed with a temperature of

100.4F or higher, the volunteer will be sent home, and not allowed to return except as set forth below. All volunteers must have a temperature below 100.4F and be wearing a facial covering to be granted access into the theatre or green room. Volunteers may also be asked the following questions upon their arrival:

- In the last 14 days, have you come in contact with any person who has been diagnosed with COVID-19?
- Have you experienced persistent coughing, difficulty breathing, or a fever of greater than 100.4F within the last 24 hours?
- Have you travelled out of the State of Minnesota?
- Have you come in contact with someone who has recently travelled outside the State of Minnesota?
- **COVID-19 TESTING.** LTO will not require a completed COVID-19 test result before beginning work, but LTO will recommend a test on any volunteer for COVID-19. COVID-19 Minnesota Helpline: For questions related to the COVID-19 pandemic, call 651-297-1304 or 1-800-657-3504 (Mon.-Fri.: 9 a.m. to 4 p.m.)

PRACTICES FOR SICK VOLUNTEERS

Volunteers must stay home from LTO if they have symptoms of acute respiratory illness consistent with COVID-19, including fever, cough, chills, sudden loss of taste or smell, muscle pain, headache, sore throat, or shortness of breath. If a volunteer is excluded from LTO premises pursuant to this plan, they must report it to the Executive Secretary, Director, or Technical Director.

- **QUARANTINE POLICY.** If any one or more of the following occurrences is true of any volunteer, they will be immediately excluded from LTO premises and work environments and should self-quarantine immediately:
 - The volunteer tests positive for COVID-19.
 - The volunteer learns that they have been in close contact with someone who has tested positive for COVID-19.
 - The volunteer has been asked to self-quarantine by any hospital, health agency or medical professional.
- **SYMPTOMATIC VOLUNTEERS.** If a volunteer exhibits symptoms of acute respiratory illness upon arrival to work/rehearsal, or becomes sick during the work/rehearsal day, their supervisor must separate them from patrons and other volunteers and send them home immediately.
- **DOCUMENTATION.** If symptoms occur on site, the supervisor should document the circumstances of the volunteer's illness and work/rehearsal/ production day to help with contact tracing, as applicable.

- **CONTACT WITH SYMPTOMATIC INDIVIDUALS.** Anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should closely monitor themselves for potential COVID-19 symptoms.
- **RETURNING TO WORK/REHEARSAL/PRODUCTION.** Volunteers with any symptoms of acute respiratory illness associated with COVID-19 or who have experienced one of the occurrences listed above in “Quarantine Policy” may return to work/rehearsal/production only if the volunteer provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work/rehearsal/production.

RESPONDING TO CONFIRMED CASES OF COVID-19

In the event that a volunteer is confirmed to be currently infected with COVID-19, the following actions will be taken:

- Determine what areas of the venue were visited, used, or impacted by the infected volunteer. Identify if volunteers need to be removed from the area and if the area requires sanitization.
- Assess whether the volunteer’s role put them within 6 feet of patrons or other volunteers for more than 15 minutes. Assess whether the volunteer’s duties create specific transmission risks such as ticket checking, costume changes, etc.
- Notify the ‘impacted volunteers’ that they may have had contact with an infected volunteer (without identifying such person for privacy reasons) and encourage them to monitor their health for any symptoms, and if symptoms appear they should contact a medical professional and/or test for COVID-19.
- Any volunteer who tests positive for COVID-19 should remain in home isolation until the volunteer provides reliable proof that a physician has determined that they should be released from quarantine or need not be quarantined and may return to work/rehearsal/production.
- Impacted volunteers who have been in close contact with a person who tests positive for COVID-19, but who are not presently symptomatic or suffering a fever greater than 100.4F should closely monitor themselves for potential COVID-19 symptoms.

SANITIZATION

- **SANITIZING HIGH-TOUCH AREAS.** High-touch areas around the theatre and rehearsal spaces will be cleaned and/or sanitized daily according to our sanitization checklist. These duties will be divided between individual departments, technicians, and cast members, depending on the item and location.
- **CLEANING AND DISINFECTING.** Cleaning removes dirt and impurities from surfaces and objects and may lower germ counts by removing them, not killing them. Disinfecting reduces and kills germs on surfaces

and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.

- **Technique.** Clean areas and surfaces by using water and soap or cleaning solution to remove dirt and impurities. Disinfecting areas requires using materials effective against COVID-19.
- **Special Materials.** Follow the manufacturer's instructions for sanitization of technical and production materials such as microphones.
- **Gloves/Disposal.** While sanitizing, it may be recommended to wear gloves as a personal protection. Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied and disposed of.
- **DOCUMENTATION.** Supervisors should ensure that all sanitization protocols have been completed and recorded for future reference via daily checklists.

OPEN DOOR POLICY

Should any volunteer have any concerns or suggestions regarding conditions related to COVID-19, or if they require any reasonable accommodation, they are encouraged to contact Victoria Bartkowiak at 507-451-0764 or ltomn@outlook.com.

3. REHEARSAL & STAGING POLICIES

GENERAL REHEARSAL PRACTICES

All volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies. As a reminder--any volunteer who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into the rehearsal. All volunteers must observe all practices listed in 'General Volunteer Practices' in section 1, while in the rehearsal.

- **HAND WASHING.** Volunteers will be required to wash or sanitize their hands upon arrival to the theatre and before they leave, as well as wash or sanitize their hands during each break.
- **FACE COVERINGS.** Volunteers should wear physical respiratory protection, such as cloth face coverings or shields. After receiving approval from stage management or director, actors may remove their face coverings or shields to properly run the scene that is rehearsing but must immediately replace their mask after the scene has completed.

No one will be allowed in the rehearsal unless they are in the scene or invited by the director, stage manager or technical director.

STAGING

The following policy will be in effect in regards to staging while in rehearsal:

- Performers who are not scheduled for a particular rehearsal will not be permitted in the rehearsal.
- Performers are asked to arrive no earlier than 10 minutes before their call. Those who arrive earlier than 10 minutes prior could be asked to wait outside.
- Seats will be assigned to each performer for day-to-day use in the house.
- Performers must observe all current local, state, and federal recommendations and regulations in regards to social distancing and gatherings.

REHEARSAL SPACE (STAGE) SANITIZATION

The rehearsal space should be frequently sanitized in accordance to the guidelines in Section 1. Checklists for rehearsal space sanitization will be provided and should be completed at the end of each rehearsal. These checklists will include but are not limited to: daily disinfection of rehearsal props and office supplies, daily washing or sanitization of props, rehearsal skirts and other fabric items, and sanitization of high-touch areas. Cast members will be asked to sanitize the props that they come in contact with after each use.

4. BACKSTAGE AND RUN OF SHOW POLICIES

Under the direction of the executive secretary, directors/ technical directors shall oversee the implementation and adherence to all guidelines in all production departments and daily operations to promote a safe work/rehearsal environment.

GENERAL RUN OF SHOW POLICIES

- All current local, state, and federal COVID-19 guidelines and restrictions should be observed by all volunteers at all times. LTO's safety guidelines will be posted on the call board in the green room and box office. Personal copies will be provided upon request.
- Upon arriving at the theatre each day, the director/ technical director position will sign each person in, may take their temperature, and verify that each person has a facial covering. Social distancing should be observed in the lobby area.
- All persons will be required to wash their hands with soap and water or sanitize their hands when they arrive at the theatre, before the show, at intermission and after the show, as well as sanitize their hands frequently between.

- All crew personnel should wear a face covering.
- Shared items between cast members or crew members should be sanitized between performances/uses.
- Social distancing should be observed in the wings and all backstage areas, where and when possible.
- Hand sanitizing stations will be positioned on each side of the stage, as well as multiple places throughout the building.
- Restrooms will be cleaned frequently.
- Only performing cast and working personnel will be allowed backstage.
- All tools, machinery, work surfaces, equipment, etc. should be disinfected before and after each use.
- Sanitization checklists will be completed each day for every performance under the supervision of stage management. Checklists are located in the appendix.
- Until further notice, for the health and safety of our volunteers, LTO will not provide meals. If you'd like to bring in individually packed food items, you may do so. Please, no homemade food or snacks.

PERFORMERS

- All performers will adhere to the general run of show policies as outlined above.
- When possible, performers will be spaced every other station to allow ample room between personnel in green room. Only 3 people in the dressing rooms at one time to maintain 6-foot distancing.
- Each performer station will be sanitized at the end of each performance day or anytime there is a switch between performers.
- Each performer is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.
- Performers only will be permitted to obtain/return their own microphone.

STAGE TECHNICIANS

- All stage technicians will adhere to the general run of show policies as outlined above.
- Each track should be consistent throughout the run, including which set pieces they move and the maneuver points that are used. Maneuver points should be sanitized between performances.

- Props should be sanitized daily according to the sanitation checklist. Some props will need to be sanitized during the show if the prop is used between multiple performers.
- Each performer is responsible for returning their props to their designated areas, unless stage management approves a hand off to a crew member.
- Stage technicians may be asked to assist in sanitizing and cleaning the house and backstage areas between performances.

WARDROBE DEPARTMENT

- All wardrobe technicians will adhere to the general run of show policies as outlined above.
- Hands should be washed or sanitized between each quick change.
- Where possible, all costume changes should be spaced 6 feet apart.
- Dressing spaces backstage will be cleaned and sanitized between each performance.
- Dressers should limit entry into dressing rooms as much as possible while performers are occupying the room. Presets should be complete, when possible, before actor call time.

HAIR & MAKEUP DEPARTMENT

- All hair & makeup technicians will adhere to the general run of show policies as outlined above.
- Hands should be washed and/or sanitized between each wig application.
- Hands should be washed and/or sanitized between each quick change.
- Where possible, all wig changes should be spaced 6 feet apart.
- Wig/makeup application spaces in the green room will be cleaned and sanitized between each performance, as well as between each wig changes (if applicable) when possible.
- If pins need to be used between performers they must be disinfected between uses. We will also disinfect pins after each performance.
- Hair & makeup dressers should limit entry into dressing rooms as much as possible while performers are occupying the room. Presets should be complete, when possible, before actor call time.

LIGHTING DEPARTMENT

- All lighting technicians will adhere to the general run of show policies as outlined above.

- Follow spot and light board operators are asked to sanitize their hands between uses of their equipment. Each follow spot and lighting console should be sanitized and/or disinfected after each operator has completed their shift.
- Follow spot operators may be asked to assist in sanitizing and cleaning the house and backstage areas between performances.

SOUND DEPARTMENT

- All sound technicians will adhere to the general run of show policies as outlined above.
- All microphones should be sanitized before each cast's first performance of the day while inserting the batteries.
- Whenever possible, a technician who services a microphone must attempt to avoid doing so while it is being worn by the performer. If the performer is unable to remove their microphone, the technician should wear gloves and a face covering to service the microphone. The gloves should be discarded afterward, and hands washed or sanitized.
- Each microphone and microphone cubby should be sanitized after each cast's last performance.
- Performers only will be permitted to obtain/return their own microphone.

5. FRONT OF HOUSE POLICIES

All volunteers will abide by the policies addressed in Section 1: General COVID-19 Policies. As a reminder-- any volunteer who has a temperature above 100.4F or symptoms of COVID-19 will not be permitted into LTO's facilities. All volunteers must observe all practices listed in 'General Volunteer Practices' in section 1, while in LTO facilities.

BOX OFFICE

- Plexiglass will be installed at box office door between box office personnel and patrons, with a space at the bottom to pass tickets and payment. Face coverings will also be worn by volunteers.
- Box office volunteers will wipe down high touch surfaces between uses. After wiping down surfaces, each volunteer will wear gloves to exchange items with patrons.
- Patrons will be encouraged to make purchases with a credit card, allowing the patron to swipe their own card as needed.
- Lines for Will Call and Ticket Purchases will be marked for social distancing of patrons.

- LTO does allow patrons to exchange tickets for a different performance up to performance time if experiencing any symptoms of illness or if they learn they have been in contact with someone who has been diagnosed with COVID-19.

USHERS

- Gloves are recommended to be worn at all times while seating or interacting with patrons. Ushers will make efforts to not touch tickets (digital or paper) while verifying seats.
- Tickets will not be collected by ushers.
- Face coverings will be worn while interacting with patrons.
- Social distant spacing will be displayed on the floors in front of restrooms and other locations where lines normally form.
- Ushers will frequently clean and disinfect high touch surfaces in all audience accessible spaces including the lobby, theatre, hallways, entrances, restrooms and other locations. Special attention will be given to theatre arm rests between uses. (See examples in APPENDIX B)

PATRONS

- Patrons are required to wear face coverings, such as masks and socially distance between groups and parties as much as possible while on the premises.
- Guests and/or family members of volunteers will not be allowed backstage or in restricted areas for any reason.
- Hand sanitizing stations will be located throughout the lobby entrances for public use.
- Patrons will be encouraged to make purchases with a credit card, allowing the patron to swipe or insert their own card as needed or to purchase tickets ahead of time at Tri M Graphics or online at our website.
- If patrons find they are having symptoms of COVID-19 such as a temperature of 100.4F or higher or other symptoms, either before or during a performance, they are asked to exchange their tickets for a later performance.
- All patrons who attend productions at LTO will have reservations with contact information retained in the box office to facilitate contact tracing if necessary.

6. ADDITIONAL OPERATIONAL GUIDELINES

SCENE SHOP

- **SHOP OPERATION.** Social distancing will be observed within the shop. Face masks will be worn when possible in the shop. Hand washing and sanitizing should occur throughout the day. No shop personnel should come into contact with performers, unless designated. Work stations will be sanitized at the end of each work day.

COSTUMING

- **FITTINGS.** Fittings will occur with a maximum of 2 fittings being performed in the same room at the same time. Limited persons will be allowed in each fitting. All volunteers must wash their hands before the fitting begins and wear a mask at all times, unless it interferes with fitting a facial piece. Each dressing room should be sanitized between fittings.
- **SHOP OPERATION.** Social distancing will be observed within the shop. Hand washing and sanitizing should occur throughout the day. No shop personnel should come into contact with performers, unless designated.

HAIR & MAKEUP

- **FITTINGS AND HAIR.** Only two fittings will occur at a time. All shared supplies will be new or sanitized before use. Limited persons will be allowed in each fitting. All personnel must wash their hands before the fitting begins and wear a mask at all times, unless it interferes with fitting a wig, facial hair piece or special piece. Each fitting space should be sanitized between fittings.
- **GREEN ROOM OPERATION.** Social distancing will be observed within the green room. Face masks will be worn. Seats have been spaced appropriately to meet social distancing guidelines; please do not move. Hand washing and sanitizing should occur throughout the day. Work stations will be sanitized at the end of each work day.

7. RESOURCES

LTO is committed to following the COVID-19 direction and guidance released by the national Center for Disease Control (CDC), Minnesota Governor Walz and the Minnesota Department of Health (MDH). Resource information is updated periodically as the more is known about the virus, and LTO will modify our safety guidelines accordingly to provide the best experience possible to our cast, crew and patrons.

KEY COVID-19 RESOURCES

MN Department of Health (MDH)

- Home page: <https://www.health.state.mn.us/diseases/coronavirus/index.html>
- Guidance for Safe Celebrations and Events: <https://www.health.state.mn.us/diseases/coronavirus/safeevents.pdf>
- Music Activities and Performances During COVID-19: <https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>
- COVID-19 Minnesota Helpline: For questions related to the COVID-19 pandemic, call 651-297-1304 or 1-800-657-3504 (Mon.-Fri.: 9 a.m. to 4 p.m.)

MN Governor Walz:

- Executive Orders (All): <https://mn.gov/governor/news/executiveorders.jsp>
- Select Executive Orders Relevant to LTO:
 - Executive Order 20-56: Safely Reopening Minnesota's Economy and Ensure Safe Non-Work Activities During the COVID-19 Peacetime Emergency <https://www.leg.state.mn.us/archive/execorders/20-56.pdf>
 - Emergency Executive Order 20-74: Continuing to Safely Reopen Minnesota's Economy and Ensure Safe Nonwork Activities during the COVID-19 Peacetime Emergency <https://www.leg.state.mn.us/archive/execorders/20-74.pdf>
 - Executive Order 20-81: Requiring Minnesotans to Wear a face Covering in Certain Settings to Prevent the Spread of COVID-19 <https://www.leg.state.mn.us/archive/execorders/20-81.pdf>

Center for Disease Control (CDC):

- Home page: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Community Events: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>
- Placeholder: Decision Tree/Checklist for Assessing Initial Symptoms

8. APPENDIX

A. CAST/CREW/VOLUNTEER SIGN-IN SHEET (print back-to-back)

To keep our cast, crew, volunteers, and patrons safe, all persons are asked to confirm that they are asymptomatic at the beginning of their rehearsal or work period. By signing in, you are attesting that:

You are aware of the LTO Safety Guide (located on our website, green room, and box office) which states you are not allowed to volunteer, rehearse, or work if you have been advised to self-quarantine due to exposure to someone with COVID-19

–OR–

You currently have ONE or more of the following NEW/UNEXPLAINED symptoms that started within the last 72 hours. (This does not include known seasonal allergies).

- Fever or chills (temperature equal to or greater than 100.4F or 37.80C)
- Cough
- Shortness of breath/difficulty breathing
- Diarrhea –greater than three loose stools in a 24 hour period
- Vomiting
- Sore throat
- Loss of smell or taste, or a change in taste
- Body/muscle aches/fatigue
- Headache
- Congestion/runny nose
- Nausea

Printed name: _____

Date: _____

Signature: _____

INDIVIDUAL CAST/CREW/VOLUNTEER LOG						
INITIAL	TEMP	DATE		INITIAL	TEMP	DATE

(Page 1 of 2)

B. CLEANING CHECKLIST – STAGE LEFT

PRODUCTION (Insert from drop down list): **Cat's Cradle**

DATE: _____

STAGE MANAGER: _____ ASS'T STAGE MANAGER: _____

STAGE LEFT					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Props					
Stage stair railing					
Door knob(s)					
Entrance Door Frame					
ONSTAGE					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
MEN'S DRESSING ROOM					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Door knob					
Tables/shelves					
Chairs					
Clothing rack					
PRE-SHOW ASSISTANT STATE MANAGER INITIALS:					

NOTES

ASSISTANT STAGE MANAGER SIGNATURE	CREW SIGNATURE
POST SHOW 1 _____	_____
POST SHOW 2 _____	_____
POST SHOW 3 _____	_____
POST SHOW 4 _____	_____

C. CLEANING CHECKLIST – STAGE LEFT

PRODUCTION (Insert from drop down list): **Cat's Cradle**

DATE: _____

STAGE MANAGER: _____ ASS'T STAGE MANAGER: _____

STAGE RIGHT					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Props					
Stage stair railing					
Door knob(s)					
Entrance Door Frame					
ONSTAGE					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
WOMEN'S DRESSING ROOM					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Door knob					
Tables/shelves					
Chairs					
Clothing rack					
PRE-SHOW ASSISTANT STATE MANAGER INITIALS:					

NOTES

	ASSISTANT STAGE MANAGER SIGNATURE		CREW SIGNATURE
POST SHOW 1	_____	_____	_____
POST SHOW 2	_____	_____	_____
POST SHOW 3	_____	_____	_____
POST SHOW 4	_____	_____	_____

D. CLEANING CHECKLIST – LIGHTS AND SOUND BOOTH

PRODUCTION (Insert from drop down list): **Cat's Cradle**

DATE: _____

TECHNICAL DIRECTOR: _____

LIGHTS AND SOUND AREA(S) PRE-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
SOUND BOOTH					
Entry Door	Inside and out				
Sound boards					
SOUND AREA					
Entry Door	Inside and out				
Light Boards					
LIGHTS AND SOUND AREA(S) PRE-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
SOUND BOOTH					
Entry Door	Inside and out				
Sound boards					
SOUND AREA					
Entry Door	Inside and out				
Light Boards					

NOTES

TECHNICAL DIRECTOR SIGNATURE: _____

E. CLEANING CHECKLIST – GREEN ROOM

PRODUCTION (Insert from drop down list): **Cat's Cradle**

DATE: _____

ASSISTAND STAGE MANAGER: _____

GREEN ROOM PRE-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
GREEN ROOM POST-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4

NOTES

ASSISTANT STAGE MANAGER SIGNATURE: _____

F. CLEANING CHECKLIST – FRONT OF HOUSE

PRODUCTION (Insert from drop down list): **Cat's Cradle**

DATE: _____

HOUSE MANAGER: _____

LOBBY PRE-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Exterior door handles & push bars	Inside and out				
House door handles & push bars					
Bathroom stall doors & locks					
Bathroom rails					
Lobby Seating					
INTERMISSION					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Exterior door handles & push bars	Inside and out				
House door handles & push bars					
Bathroom stall doors & locks					
Bathroom rails					
Lobby Seating					
LOBBY POST-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Exterior door handles & push bars					
Exterior door handles & push bars					
House door handles & push bars					
Bathroom stall doors & locks					
Bathroom rails					
Lobby Seating					

NOTES

HOUSE MANAGER SIGNATURE: _____

G. CLEANING CHECKLIST – FRONT OF HOUSE BOX OFFICE

PRODUCTION (Insert from drop down list): **Cat's Cradle** DATE: _____

BOX OFFICE MANAGER: _____ HOUSE MANAGER: _____

BOX OFFICE PRE-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Counters					
Door Handles					
Keypad and monitors					
Printer					
Phone and head set					
BOX OFFICE POST-SHOW					
ITEM	NOTES	SHOW 1	SHOW 2	SHOW 3	SHOW 4
Counters					
Door Handles					
Keypad and monitors					
Printer					
Phone and head set					

NOTES

BOX OFFICE OR HOUSE MANAGER SIGNATURE: _____