

White Rose PSM Checklist

Crew Call

90 Minutes till Curtain

- Walk into theater through second floor SR entrance to stage
- Turn on work lights
- Get keys from SL prop shelf, unlock pass-through (door leading to SL) & dressing rooms
- Put keys back on SL prop shelf
- Prop open theater door NOT in front of jelly jars
- Turn on jelly jars
- Go to booth
- Turn on booth lights
- Print daily call
- If coming back from a day off (Tuesday): Print weekly schedule & sign in sheet
- Post all documents backstage

60 Minutes till Curtain

- Start report & daily call

45 Minutes till Curtain

- Have ASM & Deck bring in panels and brick wall
- Double check that you're in LQ 3 (standing by for blackout check)
- Put on walkie talkie
- Turn out works in booth
- Announce going dark in house**
- Radio house to turn off Jelly Jars

40 Minutes till Curtain

- Ask ASM to turn off works
- Announce going fully dark**
- Blackout Check - LX 4
 - Known spots to look out for: SL balcony (violin light), SL door (blue light)
- Alignment Check - LX 4.5
 - Look to see if projection is in line with all people's eyes on panel picture
- Pre-Show Cue - LX 5
- Once checks are done and you're in LX 5, ask ASM to turn on works
- Radio house to turn on Jelly Jars
- Head downstairs for fight call (wearing walkie talkie)

35 Minutes till Curtain

- Ask ASM to call for fight call on stage (grab Mike & Sam and ask for quiet offstage)
- Fight call (make sure no one is moving or speaking in theater)
- At end of fight call, ask ASM to turn off works

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Post-Fight Call - Half Hour

30 Minutes till Curtain

- Once works are off and onstage doors are closed, radio house that house is theirs open
- Go backstage & call half hour
- Head up to booth

15 Minutes till Curtain

- Call 15 minutes till places in BLACK MIC
- Q-Lite check (DSL, DSR, USL, USR, SL/SR Balcony)
- Com check (ASM, Deck, Spot Op)
- Make sure green "listen" lights are on

10 Minutes till Curtain

- Call 10 minutes till places in BLACK MIC

5 Minutes till Curtain

- Call 5 minutes till places in BLACK MIC
- Go to bathroom
- Fill water bottle

At Curtain Time

- Check in with house to see if they're almost read

When House is Almost Ready or is Yours:

- Call places
- Click into DECK and LX com channels & tell them you called places
- Flash A1 & MD Q-Lites, click into SOUND com, & tell them you called places
- Standby jelly jars (in walkie talkie)

GO TO SCRIPT – REST OF PRE-SHOW IS IN THERE <3

Post-Show Checklist

- Make & send daily call
- Make & send report
- Lock dressing rooms
- Turn off jelly jars
- Charge walkie
- Turn off task lights and booth light