**Get Out Check List**

* Props removed from stage
* Props returned to prop room and respective owners
* Costumes returned to costume room
* Dressing room + changing room cleared & cleaned
* Seating platforms cleared, taken down, and stored/ positioned for pick up or positioned out of the way if next show needs them.
* Set decorations removed and returned to storage (ex pictures, sockets, switches)
* Coving and skirting board removed from flats
* Wall paper removed from flats
* Clean flats put aside for next show (if needed)
* Doors & windows removed from flats
* Hardware taken off doors & windows
* Softgoods taken down and stored
* Flats+braces+stage weights, windows, doors put away neatly in workshop storage
* Set taken off stage and neatly stored (ex furniture, platforms, carpet, extra floor…)
* Any set not desired to be kept is disposed of appropriately (consult TM) (ex grass)
* Stage floor painted
* Stage walls painted black (if need be)
* Stage swept
* Rubbish cleared from stage + wings
* Comms neatly stored for next show or in Tec Store
* Foger/hazer returned and stored correctly in Tech Store
* T-bars + ground stands & associated fixtures, extra speakers returned and stored correctly in Tech Store
* Lights de-rigged
* Rubbish in House picked up & binned. Hoovered if necessary
* Walk through of Theatre with CSM, TM, & directors of outgoing & incoming shows

**Get In Check List**

* Walk through of Theatre with CSM, TM, & directors of outgoing & incoming shows
* Desired flats are identified between those in workshop storage and those onstage
* Platforms hired-in or available from workshop storage
* Wall papering supplied available
* Painting supplies available
* Set prebuilt or helpers around to build during get-in
* Stage floor and or walls painted
* Assembled set inspected by CSM & TM
* Stage Manager station(s) set up
* Stage video monitor set up and run to lead SM and Tech Box (if needed)
* Tech kit available from NNT or hired-in
* Lights hung+geled+focused+patched