Radio City Christmas Spectacular
Stage Management Checklist – Preshow

Stage
☐ Check spike marks, lines, numbers, etc.
☐ NALC platform, risers, steps, SR ramp, Bannister units (Check all brakes on.)
☐ 7 presents on risers (3 SL including box w/ bear, & 4 SR including box w/ soldier – toys facing bottom, in box as marked, bows fluffed)
☐ Drops in: Country Drop, ballroom arches, blackout drop, show scrim

Stage Left
☐ Cannon (flag reset and cord coiled)
☐ Steptool for Stunt Mary/Donkey
☐ Spare Rox sticks
☐ Spare Letter 3
☐ Fogger
☐ Stool
☐ 2 SL Rock & Roll Units (DSL&USL) – lock open
☐ Orange puppet box in Wing #3 SL – not in sightlines, pole connection upstage – hands set on head w/ velcro up
☐ Bizazazz step unit (flown)
☐ Taxi - Flown
☐ 9 Wreaths in order (R1 – R5)
☐ SL Guardhouse
☐ 2 Shepherd crooks (on ladder)
☐ Animal Clean-up Duspan and Broom
☐ Rosin box with rosin

Stage Left Hallway/Prop Table
☐ 1 puppet pole
☐ Stunt Joseph staff
☐ 3 Trumpets & spares
☐ 2 Handbells and Mallets
☐ 3 Glock Carts with Bells, 2 Mallets each
☐ 5 taxpayer bags & spare
☐ 6 CINY presents: 4 three-tiered boxes, 2 bags
☐ Mrs. Claus Tray with 5 bowls, spoons – no lipstick, brown bowl in bottom left corner

House Right Ragdoll Quickchange
☐ Curtains to house checked for light leaks
☐ Spare Rox gray gaff tape for tap shoes

Upstage Wall
☐ Triangle Door for Workshop Set
☐ Bizazazz Door
☐ Rack for Banisters
☐ SL Bell Tower
☐ SL Snow mounds
☐ Blue Bin with stunt manger on top
☐ 9 SL Candy Canes on Rack
☐ 3 large chime mallets (on cane rack, or ask Jim)
☐ SL and SR Workshop Units (SL behind)
☐ 2 Large Chime Facings (behind workshop)
☐ 2 Small Ramps with facings
☐ NY Doors (pinned to each other, on spike)
☐ Door to hall closed (stays closed matinees, opened at show start for evening performances)
☐ SR Guardhouse (with room to get through US door between it and NY Doors) – Key stored in hall
☐ 2 Puppet Poles (near Guardhouse)

Stage Right
☐ Spare Rox sticks, letters (by call desk)
☐ Cliplight ONLY on in Dimmer Room
☐ Small lights only on in hall to house
☐ House curtain checked for light leaks
☐ Dry ice tube w/ black towel – hose out of way
☐ 3 Rock & Roll units: DSR/Santa Box/USR (pushed back and DS as far as possible, lock open)
☐ Ricardo’s CINY 3-tiered box (under his quickchange)

Myrtle Beach, SC - 2005
as of 3/4/11

☐ Gray gaff for Rox
☐ 2 blue fans (DS of Dimmer Beach)
☐ Cliplights angle checked at Dimmer Beach
☐ Retracted reindeer (against Dimmer Beach – fully retracted)
☐ Santa Sleigh (against Dimmer Beach)
☐ 2 Puppet boxes (blue closest to stage, then green), pole connections upstage, puppet hands set on head with velcro up. Offstage of hanging cable
☐ Rosin box with rosin (US of Dimmer Beach)

Stage Right Hallway US and Prop Table
☐ Trumpet rack with 3 trumpets + spares
☐ 6 feather fans (hanging on wall) + spare (?)
☐ Red Wooden Soldier pillow
☐ 2 Gold Banners
☐ 10 Nativity Staffs
☐ SR Guardhouse Key
☐ 2 SR handbells with mallets (on Bell Tower)
☐ Swing Block (under table)
☐ Girl’s clipboard with letter and pencil
☐ Letter #2 & spares – “Stephen & Pamela” (with letter inside)
☐ 5 CINY packages: 3 bags, 2 three-tiered boxes
☐ 4 Nativity Jugs, 3 Attendant Gifts
☐ Puppy Box with white stuffed kitten near (to be used in case puppy doesn’t show up)
☐ Letter #2 “Stephen & Pamela”
☐ Hallway lights – middle half on/off, SL on, SR off

Scene Dock
☐ SR Wreath box with 9 wreaths (G5-G9)
☐ 1st Nativity Rock – on spike so room for bears
☐ 3 Large Chimes (COB Set)
☐ 5 Nutcracker Packages (Set Units)
☐ Bethlehem (2 pieces – Set Unit; plays SR)
☐ 2 Hedges (Set Units) – Lined with Red X’s, 18 spikes for Rockettes
☐ Orange Bin
☐ Workshop Slide Unit – 2 pieces
☐ 4 Swan sleighs
☐ 2 Large Nativity Rocks with Manger, Staff, Stool
☐ SR cane rack with 9 candy canes plus swing cane, 2 COB large chime mallets
☐ SR Bell Tower
☐ SR Snow Mounds
☐ Swing Block (in Crew Area)
☐ Animal Clean-up brushes & pans, bucket/mop
☐ Only 1 fluorescent light on
☐ Garage Door Closed

Other (Jim deals with)
☐ 4 star wands (with bear changes)
☐ Letter 1 – Kimberly – Santa’s Dressing Room
☐ Letter 2 – Stephen/Pamela – Jim deals with
☐ Letter 3 – Bells - in Mrs. Claus’s pocket
☐ Nutcracker soldier bear - stores in Prod. Office

Unknown (Truck?)
☐ 2 Chime Facings (for Large ramps) ?
☐ SL Block Cart with AT, DQS, GEHR
☐ SR Block Cart with LW, ICX, BOKL
☐ SL Bag Wagon with 5 bags and J Block
☐ SR Wagon w/ 2 blocks and Block Step
☐ Bruce’s Basket w/ hot water bottle, thermos, scarf, umbrella, feather duster
☐ Santa’s Clipboard and Feather
☐ 2 Deer for Act Two