

Radio City Christmas Spectacular

Stage Management Checklist – Preshow

Myrtle Beach, SC - 2005

as of 3/4/11

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)
- Stepstool 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
- Bizzazz step unit (flown)
- Taxi - Flown
- 9 Wreaths in order (R1 – R5)
- SL Guardhouse
- 2 Shepherd crooks (on ladder)
- Animal Clean-up Dustpan 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
- Bizzazz 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)

- 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