STAGE MANAGEMENT LOAD-IN CHECKLIST

☐ Sweep and clean as necessary
☐ Place prop tables
☐ Cover prop tables
☐ Label prop tables
☐ Assign & label spaces in prop cabinets
☐ Assign and label parking spaces on deck for scenery & furniture
☐ Tape out sightlines if needed
☐ Confirm spike colors on fly rail if needed
☐ Safety taping
☐ Glo taping
☐ Check for adequate run lights
☐ Check headset locations and amount of cable
☐ Check quick change areas
☐ Backstage seating for actors/crew
☐ Check first aid supplies
☐ SM- check tech table
☐ ASM- set up area where you will be & check green boxes
☐ Sign in sheet for cast/crew/board operators
☐ Preset list done and copied
☐ Shift plot done and copied
☐ Costume paperwork done and copied
☐ Prop Cabinet check in sheets done and posted
☐ Any green room props/food setup needed