The Stage Manager’s Toolkit (2011)
Performance Checklist

Name: _____________________________
Date: _____________________________
Production: _____________________________
Director: _____________________________

60 Minutes Before Curtain:

☐ Arrive
☐ Set out Sign-in Sheet (and sign in)
☐ Unlock doors
☐ Turn on lights
☐ Unlock all applicable Dressing or Makeup Rooms and cabinets
☐ Turn on Dressing Room lights
☐ Unlock Booth(s) and Turn on Booth lights
☐ Confirm the name of the tech or techs who will be on call
☐ Ensure that the stage floor is clean and swept

30 Minutes Before Curtain:

☐ Confirm that all actors are present and signed in
☐ Confirm that all scheduled crew are present and signed in
☐ Call absent or late actors immediately and confirm arrival times. Do the same for absent or late crew and confirm arrival times.
☐ Double-check that all headsets are working, and that all wearers have backup batteries.
☐ If applicable, check your monitor system for the Booth, Dressing Room, and any other rooms used in production
☐ Confirm that crew checks have been started, including checks for:
  ☐ Dimmer
  ☐ Sound
  ☐ Costumes
  ☐ _________
☐ Check and confirm:
  ☐ Properties
  ☐ Furniture
  ☐ Effects
  ☐ Set

Notes: ____________________________________________________
Performance Checklist (Cont’d)

Name: _______________________
Date: _______________________
Production: _______________________
Director: _______________________

15 Minutes Before Curtain:
- Give the 15-minute call (“15 minutes til house is open” or “15 minutes to curtain”)
- Confirm that all of the running lights are working
- Have actors double-check individual properties and effects
- Synchronize your watch with that of the House Manager

10 Minutes Before Curtain:
- Make sure all checks are complete
- Turn off work lights
- Note that lighting and sound pre-set are up
- Make sure that light board now has control of house lights
- Give “Stage is closed, please,” call
- Do final visual check of stage
- Give “Places” for crew call

5 Minutes Before Curtain:
- Give “go” or “hold” command to House Manager
- Make sure work lights are off and that masking is down
- Listen for crew on headset and check that each is signed on and ready
- Begin show

Performance Close:
- Oversee the putting away of props, lighting and costumes
- Lock storage or cabinets
- Oversee the restoration of furnishings to places as needed
- Lock all other rooms, booths and cabinets
- Archive sign-in sheet in notebook
- Turn off electronics
- Turn off lights
- Lock doors
- Depart!

Notes: __________________________________________________________________________________