

PRESHOW CHECKLIST									
ACTION	CREW MEMBER	SHOW NUMBER							NOTES
		1	2	3	4	5	6	7	
TURN LIGHTS ON BACKSTAGE	PA's								
OPEN DRESSING ROOMS	PA's								
START HOSPITALITY	PA's								
FILL WATER BUCKETS	PA's								
SWEEP/MOP STAGE	Crew								
SET FURNITURE ONSTAGE	Crew								
CHECK SPIKES	Crew								
CHECK CENTERING OF WALLS	Bryan								Use spikes: Blue (Onstage) Glow (Upstage)
PUSH GRATE ALL THE WAY BACK	Bryan								Inside Fireplace
CHECK PHONOGRAPH ON DOWNSTAGE SIDE	Bryan								
BRING UP CLEAN DISHES AND PRESET	Bryan								
CHECK PICTURES ON WALLS	Megan								Black Marks on Bottom Corners
SET UP AND CHECK FOGGER SL	Megan								
PUT ROSE TOGETHER	Megan								
CHECK MATCHES	Megan								In Round Jar & on SR Shelf
PRESET ALL TOP OF SHOW PROPS	Megan/Bryan								See Preset Prop Checklist (Preset ALL props highlighted in red)
CHECK IN USC & SL PROPS	Alison								Use Props Checklist
FILL CHILLER SL WITH ICE	Alison/Megan								
PRESET SL COAT TREE (Make sure all coat sleeves are not inside out)	Alison								Holmes' Witness Disguise. Priest Cassock & Hat, Frock Coat, Caped Coat, Top Hat
PRESET PROPS IN CASSOCK	Alison								
SILVER CIGARETTE CASE									
BLOODY HANDKERCHIEF									
NOTE #5									
POCKETWATCH (w/makeup)									
CHECK IN PRESET & SR PROPS	Kyle								Use Props Checklist
PUT FIRE PASTE ON END OF LAMP STICK	Kyle								
DOUBLE CHECK ALL PRESET PROPS & TABLES	Kyle								Use Props Checklist
TAKE 2 PHONES IN SCENE SHOP OFF HOOK	Kyle								1 on Bottom of Stairs, 1 in Office
TURN OFF LIGHTS IN SCENE SHOP	Kyle								Breaker Box

INTERMISSION CHANGES

ACTION	CREW MEMBER	SHOW NUMBER							NOTES
		1	2	3	4	5	6	7	
SET USC FAN ON FLOOR	Alison								
TURN SL COAT TREE WALL	Alison								
PRESET KINGS' CAPE ON COAT TREE (SL)	Alison								
TURN PHONOGRAPH	Alison								Phonograph facing downstage
STRIKE SL ENDTABLE	Alison								Move to Preset Position (SL)
STRIKE LARRABEE'S RUG	Alison								Move to Preset Position (SL)
FIX CUSHION ON LARRABEE'S CHAIR	Alison								
FILL 2 LAB BOTTLES & BEAKER	Alison								2 Lab Bottles marked with Pink "X"
FILL MIXER WITH KOOLAID	Alison								Packets in SM Hallway
PRESET LAB BOTTLES, BEAKER, MIXER	Alison								Preset: Desk Shelves "Brown X"
EMPTY CHILLER	Alison/Megan								Empty in Alleyway off Scene Shop
PLUG IN FOGGER	Megan								2 Plugs Upstage
GRAB PROPS FROM JOE (SL)	Megan								1) Cigarette Case: Leave @ SL Shelf 2) Revolver: Track to Cigar Box (From Sid) on Desk Shelf 3) Walking Stick: Track to USC Table
INSERT SMALL PHOTO PIECE IN CIG CASE	Megan								Into Holmes' Cigarette Case (SL)
STRIKE CARTRIDGES ON LUGGAGE	Megan								Track to USC Table
STRIKE LUGGAGE	Megan								Track to SL Shelf
STRIKE & TRACK HOLMES' BOOK W/FLOWER	Megan								Track to USC Table, Insert Pressed Flower
TRACK HOLMES' GOWN TO DRESSING ROOM	Megan								Tan Smoking Gown
TRACK HOLMES' COAT TO SL COAT TREET	Megan								Caped Gray Coat
STRIKE FOGGER FROM USC AND PRESET	Megan								Move to Preset Position (SL)
CHECK WALKING STICKS (2) PRESETS	Kyle								1 USC, 1 SL
STRIKE BLACK DESK CHAIR	Kyle								
INSERT NOTE #6 & #7 IN CHEMICAL BOOK	Kyle								
PRESET CHEMICAL BOOK (Holmes' Study)	Kyle								Preset: Upstage arm of far SL Chair
STRIKE GARDEN TROWEL	Kyle								Track to SR Shelf
STRIKE VIOLIN & BOW	Kyle								Put in case in SM Hallway (SR)
STRIKE HANDKERCHIEF (Clean)	Kyle								Track to USC Table
RESET CYLINDER ON PHONOGRAPH	Kyle								
MOVE SR ENDTABLE PROPS TO FIREPLACE	Kyle								Pipe, Matches, Pouch
STRIKE NOTE #5	Kyle								Move to Preset (SR)
TRACK HOLMES' PIPE USC	Kyle								Strike from Fireplace
EMPTY ASHTRAYS	Kyle								
STRIKE LEAVES (3) FROM USC PLATFORM	Kyle								
CHARGE GLOW TAPE SL ONSTAGE STAIRS	Kyle								
PRESET BLACK VALISE	Kyle								Upstage Side of Desk (On Floor)
REASSEMBLE RED CASE	Kyle								Leave Onstage on Desk Shelf
MAKE SURE JOE & COLIN HAVE PROPS (SR)	Kyle								
TRACK ROCKET SR	Bryan								Does during show
TRACK TOOL BAG SR	Bryan								Grab from under USC table
LOCK UP MORIARTY'S GUN	Bryan								On SL Shelf
LOCK UP SWITCHBLADE	Bryan								On SL Shelf
PRESET IRENE'S GUN USC	Bryan								Grab gun from Lock Box
MICROWAVE SAUSAGE	Bryan								Really Brown the Sausage
MAKE TOAST	Bryan								Burn the Toast
FILL 2 TEA CUPS WITH TEA (Tea in SM Frig)	Bryan								1 on Tray, 1 on SR Shelf
PRESET BREAKFAST TRAY	Bryan								Preset: SR End Table

POSTSHOW CHECKLIST									
ACTION	CREW MEMBER	SHOW NUMBER							NOTES
		1	2	3	4	5	6	7	
LOCK UP 3 REMAINING GUNS	Bryan								Sherlock (SL), Irene (USC), Madge (SR) in purse
TRACK RED CASE TO LOCK BOX	Bryan								Ends show SR
TRACK ELECTRIC LAMP SL	Bryan								Ends show USC
TRACK BLACK VALISE TO PRESET TABLE	Bryan								Ends show USC
TRACK HOLMES' PIPE TO PRESET TABLE	Bryan								Ends show USC
EMPTY TOBACCO FROM HOLMES PIPE	Bryan								Ends show SR
TRACK HOLMES CIG CASE SL	Bryan								Ends show SR
TURN ALL 4 WALLS AROUND	Bryan, Megan								
THROW OUT FOOD	Bryan								On Breakfast Tray
REORGANIZE BREAKFAST TRAY	Bryan								
BRING USED DISHES TO GREEN ROOM	Bryan								2 Plates, 2 Tea Cups, Utensils
EMPTY 4 LAB BOTTLES WITH LIQUID	Megan								On Desk Shelves, Dry out Mixer
TRACK KEY USC	Megan								Ends show SR
TRACK WALKING STICK USC	Megan								Ends show SR
TRACK FIRE STICK TO PRESET TABLE	Megan								Ends show on Fireplace
TRACK MAP USC	Megan								Ends show SR
TRACK TEA CUP & SAUCER SR	Megan								Ends show on Fireplace
TRACK MATCHES JAR TO PRESET TABLE	Megan								Ends show on Fireplace
TRACK IRENE'S BOOK SL	Megan								Ends show on top USC Platform
TRACK 2 WALKING STICKS	Kyle								1 USC, 1 SL
TAKE PROPS OUT OF COLIN'S COAT	Kyle								In Dressing Room
CHECK GUN CABINET!!!!!!!!!!	Kyle								MAKE SURE IT'S LOCKED
									Should be : 4 Guns, Switchblade & Red Case
LOOK OVER ALL PROP TABLES	Kyle								Make sure everything in it's place
PUT 2 PHONES BACK ON THE HOOK	Kyle								Same 2 phones from Preshow
RETURN VALUABLES	Alison								
CLEAN DISHES FROM SHOW	PA's								
EMPTY WATER BUCKETS	PA's								
RESET HOSPITALITY	PA's								
CLEAN COFFEE MUGS	PA's								
EMPTY TRASH BINS SR & SL	PA's								
EMPTY TRASH IN DRESSING ROOMS	PA's								
SWEEP DRESSING ROOMS	PA's								
SWEEP GREEN ROOM	PA's								
EMPTY TRASH IN GREEN ROOM	PA's								
TURN OFF LIGHTS BACKSTAGE	PA's								
TURN OFFLIGHTS TO THEATRE	PA's								Switches are SL
TURN OFF HUGE FAN IN SCENE SHOP	PA's								Switch Underneath Fan