

THEATER CLOSING CHECKLIST

BATHROOM

- Close and lock the window.
- Turn off lights.

LOFT

- Turn off clip lights.

DRESSING ROOM

- Turn off clip lights.
- Pick up clutter.
- Throw away trash.

STAGE

- Turn of the A/C.
- Remove trash and clutter from risers.
- Clear stage of chairs, scenery, etc.

BOOTH

- Turn off all clip lights, amps, power-strips, computers.
- Remove trash and clutter.

LOBBY/OUTSIDE

- Bring sandwich board in from sidewalk.
- Scoop out any cig-butts or trash from cig-bucket. Do not pour out sand.
- Seal both trash-cans with their lids, tight.
- Turn off both power-strips on the side of the booth steps.
- Look around parking lot for any trash or cig-butts.
- Bring in all tables, chairs or other furniture.

FINAL CHECK

- Confirm that the A/C is off and all lights are out.
- Lock up. Outside, only the neon sign should remain on (it's on a timer).