

Renter / Partner Checklist

Son of Semele Theater

- ✓ Signed Contract
- ✓ Submitted Security Deposit
- ✓ Paid Lighting Fee
- ✓ Confirmed Dates for rehearsals, tech, performances and strike
- ✓ Stage Manager and Producer has picked up keys.
- ✓ Stage Manager has been trained on opening and closing the theater each night.
- ✓ Lighting Designer has reviewed the lighting inventory list and understands how to use Light Factory (www.lifact.com) or has received approval from the theater to make changes to the existing system by bringing in other control sources.
- ✓ Sound Designer has reviewed the sound inventory list and has either agreed to use the system in place with Sound Cue System (www.soundcuesystem.com) or has received approval from the theater to make changes to the existing system by bringing in other control sources.
- ✓ Producer understands the rules of the house regarding usage of equipment in the theater, usage of the parking-lot outside ONLY for access into the theater (no building, no parking, zilch).
- ✓ Producer has spoken to theater about plans for the sale of concessions outside (if applicable).