Tech Week:

Move into your space. Transport all lighting/sound equipment, set pieces, costumes, props, makeup, binding, first aid kit and other tech supplies.

Put up your lights, sound equipment, and set with the help of your techies.

Direct your green room tech to set up the green room in an orderly fashion. Post a sign in sheet for all cast and crew to initial. Place sheets listing who in the cast wants seats reserved for which performances and how many. Place lists of who is in which scene. Place signs with any other pertinent information on the walls of the green room. Be sure you have a garbage can for the green room. Encourage the actors to use it.

Get all of your lighting/sound cues into cue script(s).

Set up all your set pieces and spike them (tape marks on floor). Tape the edges of your stage and aisles. Place glow tape where necessary (do this well before the show so the tape has enough time to charge. It will probably lose charge in the dark during a run anyway.)

Test your walkie talkies. Change the batteries as the week goes on. They take three AA each.

Preset the set for the top of the show.

Try to do a cue to cue with lights, sound, and set.

House opens half an hour before the show starts.

Run the show.

As the week goes on, check up on supplies such as bobby pins, elastics, batteries, makeup etc.

By the final dress rehearsal, you should have the program ready to go. The House Manager should be in charge of folding programs. By the dress rehearsal, chairs should arrive for the House Manager to set up. SPT usual asks for at 60-100 chairs depending on the capacity of the room. Conferences and Events should know the capacity for the rooms.

For Strike:

Inform the actors of the strike plans well in advance of strike. The stage manager should distribute jobs for the actors and crew (including directors and creative team) for strike. Strike can be done night of the last show or the next morning, depending on what the stage manager wants to do. Doing it the night of has worked well in the past. Make sure everything gets back to where it is supposed to go.

Cast Party:

It happens after the show, but besides that it is the director’s prerogative.