

NW Studio Theater

Strike Checklist

Scenery – Props

- Stack all chairs **carefully and neatly** on racks.
- Remove handrails from risers **carefully and neatly**, then store on racks.
- Strike all risers **carefully and neatly**, stack on carts according to plan.
- Strike all riser legs back to appropriate locations in cart.
- Position riser carts, chair racks, handrail carts and leg cart according to plan. **Everything fits.**
- Check to make sure ALL (two small and one large) riser tools are accounted for.
- Clear curtains **well away** from scenery before striking it.
- Any extra curtains hung need to be neatly folded and returned to appropriate storage locations.
- Stock scenery and props returned to **PROPER** storage.
- **Any and all built scenery to be struck COMPLETELY!!! NOT JUST RETURNED TO SHOP!**
 - **Any struck scenic materials that will not be stored need to be NEATLY placed in scrap wood dumpster.**
- Any prop tables or chairs returned to their proper storage locations in the PAC.
- Return any and all tools to storage.
- Clean and straighten up any non scene shop areas where work was done, ie, PAC, stage right or stage left.
- Sweep stage and backstage, empty **ALL** trash.
- The backstage area needs to be totally and completely cleared before you are complete!
- DID I MENTION TO BE CAREFUL WITH THE RISERS!!

Lighting

- Strike ALL lighting units **carefully and neatly**, then return to appropriate storage locations.
- Strike ALL lighting accessories (ie, cable, gell, mult., Gobos, nodes etc.) **carefully and neatly**, then return to appropriate storage locations.
- Return lighting console, carefully and safely.
- Reset lighting console, then verify its proper operation!

- Clean and straighten up tech booth. **THIS INCLUDES SWEEPING!** Remove any and all garbage!
- Clean and straighten up mezzanine. It should be EMPTY.
- Any rented or borrowed lighting equipment should be removed from the building at the completion of strike.
- The backstage area needs to be totally and completely cleared before you are complete!

Sound

- Before scenery and risers start to come down, strike ALL clear-coms and cables **carefully and neatly**, then return to appropriate storage locations.
- Before scenery and risers start to come down, strike ALL extra speakers and cables **carefully and neatly**, then return to appropriate storage locations.
- If sound was ran from the mezzanine, return audio cart to proper location in booth carefully and safely, then reconnect **ALL** cables.
- Test sound system when reconnected to insure proper operation.
- Return PAC wireless clear com box to proper location, reconnect **ALL** cables and test operation.
- Make a finally check for any and all sound accessories, then return to appropriate storage locations.
- Clean and straighten up sound storage. Empty trash.
- Any rented or borrowed sound equipment should be removed from the building at the completion of strike.
- The backstage area needs to be totally and completely cleared before you are complete!

Wardrobe

- Return any and all costume pieces to their appropriate storage locations.
- Return costume racks to their appropriate storage locations.
- Straighten up and clean counters in makeup lab.
- Return any stray “wheelie” chairs to makeup lab.
- Sweep makeup lab, empty all trash.
- The backstage area needs to be totally and completely cleared before you are complete!

PLEASE MAKE SURE TO LEAVE THE SPACE BETTER THAN WHEN YOU FOUND IT!!