

Arena Complex Theatre

User Checklist

LOBBY

- ✓ Shut and lock doors to Theatre –tool to release crash doors are in sound booth [large one for theatre door, small one for lobby door]
- ✓ Turn lights off in both bathrooms
- ✓ Shut and lock outside door
- ✓ Discard any food left anywhere! MICE!
- ✓ Post signs with masking tape and remove before leaving

HOUSE

- ✓ Turn off all house and lobby lights [all switches inside theatre]
- ✓ Turn down **heat** to 15 degrees
- ✓ House capacity is 122 do not exceed, by order of Fire Marshal
- ✓ NO GUM policy in effect
- ✓ Use emergency exit for emergency use only [no loading or unloading]

Sound booth

- ✓ Turn off all equipment and close lid
- ✓ Absolutely no food/liquid around sound booth

STAGE

- ✓ Return stage hatch door to closed position
- ✓ Lock both stage doors
- ✓ Return all microphone cords to hooks
- ✓ Return pails to leak spots
- ✓ Remove all garbage from stage
- ✓ Use masking tape for spiking and any posted signs
- ✓ Remove all signs and spiking when finished

Electrical room

- ✓ Turn fuses marked in pink to OFF position, leave fuse marked in green ON
- ✓ Turn light off and close door

BACK STAGE

- ✓ Remove all garbage from dressing rooms [garbage and recycle bins in lobby]
- ✓ Turn all lights off - dressing room, bathroom, hallways
- ✓ Close all doors
- ✓ Lock hallway door to arena

Please leave the theatre as good or better than you found it.

Thank you!

Any problems/questions please call Sue Rangeley 529-4347
or Valerie Bryce 529-3404