

STRIKE CHECKLIST



DONE	HOUSE/STAGE	DONE	GREENROOM
	Remove/Put Away Set pieces		Clothing/shoes to back pew for put away
	Props to Back Row		All Personal items out of dressing rooms
	Set Walls-Doors-Windows Removed As Directed		Kitchen Sink empty/clean
	Rehang Curtains?		Fridge -Personal Items removed
	Sweep Stage		Vacume Carpet
	Put Away Tools/Ladders		Furniture back in place
	Electrical Cords Rolled up-stored		Empty Garbage-New Bag in Trashcans
	TECH/TECH ROOM		BATHROOM
	All lights are set/channelled to standard plot.		Toilet
	Tech room is cleaned and organized		Sink (Lysol)
	Window replaced, if removed.		Mirror (Glass Cleaner)
	All microphones, equipment, etc. used are accounted for and properly put away.		Floor Sweep
	Soundboard reset to standard EQ		Empty Garbage-New Bag in Trashcans
			Refill Toilet Paper/ Towels if needed
	OUTSIDE SIGN		TRAILERS/WORK ROOM
	Change to Next Production		Materials, flats, furniture, etc. must be put back in the same place and manner in which they were found.
			Work room must be cleaned and organized to how it was found
			Lock trailers