

## 2.7.1 LIGHTING DESIGNER CHECKLIST

*Last modified Sep 12, 2025*

- ☐ Read the script.
- ☐ Record any lighting requirements and necessary changes that must occur during a performance.
- ☐ Attend Design Meeting and become familiar with the Director's concept and artistic plans for the production.
- ☐ Identify members of the Lighting Team (assistants to hang/operate the show) and work with the Producer to recruit these people.
- ☐ Prepare designs for presentation at the Initial Production Meeting.
- ☐ Attend Initial Production Meeting.
- ☐ Participate in scheduling times for hanging, focusing, gelling, cue planning and level setting.
- ☐ Submit a budget for materials or rentals.
- ☐ Meet with members of the Lighting Team to ensure that responsibilities during the production are clearly understood.
- ☐ Attend rehearsals to become familiar with the play.
- ☐ Check all lighting equipment to ensure correct operation.
- ☐ Advise the Producer of any acknowledgements for the program.
- ☐ Attend Costume Parade and supply lighting approximating the final design so costumes can be properly viewed.
- ☐ Attend all photographic sessions, dress rehearsals and the Technical Rehearsal. Record any problems that need to be rectified prior to performances.
- ☐ Set levels and timing for all lighting cues in consultation with the Director and Stage Manager
- ☐ Establish a Lighting Operator schedule and submit it to the Stage Manager and Producer.
- ☐ Train the Lighting operators.
- ☐ Attend the Cue-to-Cue rehearsal.
- ☐ Assemble Lighting cue sheets.
- ☐ Attend strike and remove all lighting equipment to the lighting booth.
- ☐ Arrange for the return of borrowed items.
- ☐ Submit Reconciliation Form.
- ☐ Participate in a Post-Production process.