

CEDAR CLIFF PRODUCTIONS

BEAUTY AND THE BEAST SCHOOL/4pm DRESS REHEARSAL RUN SHEET

PRESHOW

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|----------|---|
| 9:00 am | Beast Prosthetic (?) |
| 9:30 am | Directors and Stage Manager arrive at theatre Turn on house and work from touch panel backstage (SR) Unlock doors: <ul style="list-style-type: none">- Back of house left and right- Stage door hallway left and stage door right- Dressing rooms - Chorus Room and Band Room- Spot Room and Costume Rooms- Tech Booth Maintenance Check - Chandelier & Maurice's Cart TD & SPL complete pre-show checks |
| 10:00 am | Cast and Crew arrival. Sign-in sheet for actors on callboard. |
| 10:15 am | Mic Check Topp Check-in: Fog ;) ASM's check glow tape/spike tape onstage and replace any missing pieces Rail Check - BOG Drop Fly Check - Chandelier Crew set for Preshow Announce 30 min until Warm-ups |
| 10:20 am | Check cast attendance |
| 10:30 am | Announce 30 min until Warm-ups |
| 10:45 am | Preshow Headset Check- In: <ul style="list-style-type: none">□ Lightboard (1- Wired)□ Spots (2 -Wired)□ Soundboard (2- Wired)□ ASM (2- Wired SR)□ Tech Director (1)□ Stage Manager (1) |
| 10:55 am | Announce 5 min until Warm-ups |
| 11:00 am | Vocal Warm-up's - Cafeteria |
| 12:15 pm | Go into LX 1 and SQ 1 |

CEDAR CLIFF PRODUCTIONS

Open House

Company Circle - Cafeteria (Piano Man - Promptly at 3:37- 3:45 HARD STOP)

12:45 pm Announce 15 minutes until Places
Check in with House Manager then head to booth

12:50 pm Act I Headset Check-in:
 □ Lightboard (1- Wired)
 □ Spots (2 -Wired)
 □ Soundboard (2- Wired)
 □ ASM (2- Wired SR)
 □ Music Conductor (1-Wired)
 □ Tech Director (1)
 □ Stage Manager (1)

12:52 pm Call Places to company and over headset. (God mic to dressing rooms)
12:55 pm Places. ASM's check-in with the cast and crew.

1:20 pm - 2:00 pm School Performance 1 - Prologue Lights Up

2:05 pm - 2:45 pm School Performance 2 - Prologue Lights Up

3:00 pm Fight Call - Gaston/Beast Double

3:10 pm Mic Check
 Topp Check-in: Fog ;)
 ASM's check glow tape/spike tape onstage and replace any missing pieces
 Rail Check - BOG Drop
 Fly Check - Chandelier
 Crew set for Preshow

3:20 pm Preshow Headset Check- In:
 □ Lightboard (1- Wired)
 □ Spots (2 -Wired)
 □ Soundboard (2- Wired)
 □ ASM (2- Wired SR)
 □ Tech Director (1)
 □ Stage Manager (1)
 Go into LX 1 and SQ 1
Open House

CEDAR CLIFF PRODUCTIONS

Company Circle - Cafeteria (Piano Man - Promptly at 3:37- 3:45 HARD STOP)

| | |
|---------|--|
| 3:30 pm | Announce 15 minutes until Places Check in with House Manager then head to booth |
| 3:50 pm | Act I Headset Check-in: <ul style="list-style-type: none">□ Lightboard (1- Wired)□ Spots (2 -Wired)□ Soundboard (2- Wired)□ ASM (2- Wired SR)□ Music Conductor (1-Wired)□ Tech Director (1)□ Stage Manager (1) |
| 3:52 pm | Call Places to company and over headset. (God mic to dressing rooms) |
| 3:55 pm | Places. ASM's check-in with the cast and crew. |
| 4:00 pm | Prologue Lights Up (or when receive "house is closed" from house manager - Megan) |

INTERMISSION

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|---------------|--|
| 8 minutes in | Call 5 minutes in dressing rooms then check in with ASMs |
| 10 minutes in | Check in with House Manager- head to booth Call Places Act II Headset Check-in: <ul style="list-style-type: none">□ Lightboard (1- Wired)□ Spots (2 -Wired)□ Soundboard (2- Wired)□ ASM (2- Wired SR)□ Music Conductor (1-Wired)□ Tech Director (1)□ Stage Manager (1) |
| 15 minutes in | House Close Check for places Downbeat Act II |

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POST SHOW

At house empty Announce house is closed and ask for work lights

Go down to deck and check-in with ASMs, crew, and props

Go down to dressing rooms to check in with actors and wardrobe crew

Lock all doors that were unlocked at beginning of show

Write report, email it to production team, and post on theatre
callboard in hallway and online on show website