

## New Theatre Derig Checklist

Every Saturday night, the following needs to happen before the outgoing cast and crew may leave the theatre. On completion of all the tasks below, the theatre manager will walk round the theatre with the outgoing and incoming directors. If both parties are happy with the state of the theatre, then the theatre keys will be handed over to the incoming director.

### **General Points:**

- If you need any cleaning equipment please ask the Theatre Manager – the chances are we have it!
- We understand that you are excited to get to the after party, but we have fast turn-around times at the New Theatre, and it is therefore really important that the derig is thoroughly finished before the outgoing cast and crew leave, so as not to delay the incoming show.
- When emptying bins, please try not to use the skip, but instead use the large green industrial bins, located in the quad at the back of the workshop

### **Stage Area and Wings**

- Stage area and wings must be completely cleared
- Any bits of set, props, costumes, curtains etc must be returned to their home
- Lighting rig must be fully derigged and returned to the lighting store
- Stage area must be swept clean and mopped if necessary
- If any part of the stage area/auditorium has been painted a colour other than black, it must be repainted the default colour of black (It is at the discretion of the incoming director as to whether this happens on the Sat night)

### **Auditorium**

- Must be completely cleared of rubbish, clothing, programmes etc
- Any extra chairs should be returned to the area behind the tech box
- Whole auditorium must be thoroughly hoovered

### **Dressing Room**

- This must be **completely** cleared of anything belonging to the outgoing production (this includes costumes, props, clothes, bags etc)
- The floor should be well hoovered, bins emptied, surfaces cleaned, and all cutlery and crockery washed and returned to the shelving unit.

### **Costume Cupboard**

- Any props or costumes borrowed for the outgoing production must be returned to their right place in the costume cupboard.
- Any props/costumes bought for a show will be gratefully received by the costume cupboard!

### **Foyer**

- Foyer must be cleared of any show specific publicity (posters, flyers etc)
- The chalk boards should be wiped down
- The bins should be emptied, and the whole foyer hoovered

**Box Office**

- Box office should be cleared of any show specific publicity (flyers, posters etc)
- Bin should be emptied, and the floor should be swept
- Money boxes and Tally Chart should be taken to the theatre office
- Tickets should be left in the box office ready for the following weeks show

**Theatre Office**

- The theatre office should be cleaned – ideally by a member of the NT committee
- Any rubbish should be cleared, and bins emptied.
- Any materials or property belonging to the outgoing show should be removed

**Workshop**

- The workshop should be left in a clean and useable state
- Any tools, equipment, accessories should be returned to their proper home
- Any bits of set should be taken apart and then neatly stored in the wood rack
- The main workbench should be completely clear
- All bins should be emptied
- The whole workshop should be swept clean
- Workshop Manager should be alerted of any broken or missing equipment

**Tech Box/Store**

- All lights and technical equipment used for the show must be completely derigged and returned to its proper home (either in the lighting store or the tech box)
- The Tech Box should be cleared of all rubbish, personal belongings, scripts or specific accessories from the outgoing show, and returned to its default set up.
- The tech box should be hoovered, and the surfaces cleaned
- The TD should be alerted of any broken or missing equipment

**Outgoing show: .....**

**Outgoing director:.....**

**Incoming show:.....**

**Incoming Director:.....**