

POLICY NUMBER: 6.1.5	DATE ADOPTED: Draft Mar 1/17
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Post-production Checklist	

Post-production Checklist for Producers

It is important that at the end of each production or other event the theatre be restored to its original condition, clean and ready for the next event. Each department head has responsibilities listed in their own job descriptions but those duties are not always completed. Producers are not asked to do these things themselves but rather to ensure that they are completed by those responsible.

Because there are often two producers, the list is divided according to their respective departments.

Administrative Producer

Front of House/Bar

- Kitchen clean and put all items in their place
- Trash emptied
- Returnable bottles and cans and waste paper taken to recycling depot (check office for used paper too)
- Cardboard should be placed in the recycling bin in the alley
- Paper should be placed in the recycling bin in the office

Foyer Display

- Display dismantled with all temporary materials removed from the walls
- Photographs and materials with archival significance should be placed in the appropriate filing cabinet drawer

Technical Producer

Lighting

- Restore a “general hang” to the lights providing a general wash of the stage using pools of light
- All instruments, cables and equipment not needed for the general hang put away in their proper places. The digital projector should be returned to its standard position above downstage centre.
- Programmed cues erased from the lighting board
- Lighting booth tidy and clean, waste can emptied

Sound

- Put away all microphones, cords, stands, special speakers etc. in their proper places.
- Backstage speakers returned to the back corners of the stage, either hanging or on the floor.
- Clear the computer desktop of all files and folders related to the production. Sound FX which might be useful for future productions may be moved into a subfolder of the Past Productions folder.
- All electronic equipment powered down
- If any rewiring of patch cords (between the computer, FireStudio, sound console, amplifiers or speakers) has been done for the production, return them to the standard arrangement
- Sound booth clean and tidy

Set Construction

- Dismantle set, storing any reusable materials in Big Steel Box or Scene Shop
- Shop clean and tidy

Set Decor

- All Set Décor items removed from set before the strike crew begins to dismantle the set
- All borrowed/rented items returned to owners with a Thank You card (Producer arranges for Thank You cards to be printed for each production.)
- All usable paint returned to metal storage container in scene shop
- Waste paint and empty paint cans should be placed in the blue recycling bin located next to the scene shop service door. When full it should be taken to Bill's Bottle Depot for recycling or proper disposal. Note: empty cans can go to Bill's Bottle Depot only if they still have their lids on.
- Paint brushes and other materials neatly stored in their places

Properties

- All props removed from set before strike crew begins to dismantle the set
- All borrowed or rented props returned to their owners with a Thank You card (Producer arranges for Thank You cards to be printed for each production.)
- Store In the Props Room those props that might reasonably be useful in the future and would be difficult or expensive to replace
- Dispose of all other props (give away, take to Thrift Store, trash, take home)

Costumes

- Wash all costumes or take to be dry-cleaned (remember to pick up dry-cleaning)
- Return all borrowed or rented costumes to their owners with a Thank You card (Producer arranges for Thank You cards to be printed for each production.)
- Return all theatre-owned costumes to costume mistress

Stage Manager – assign cast members to complete following tasks

- Dressing room clean, tidy and empty of all production related and personal materials
- Tidy Makeup drawers and Hair cupboard
- Mirrors cleaned
- Dishes washed and put away
- Bathroom cleaned
- Floor vacuumed
- Stage floor swept and washed after strike crew is finished striking set

Tasks to be completed by SM

- SM Kit tidied and replenished
- Check with Building Manager if stage blacks need to be taken down and if stage floor needs to be painted black)
- Stage video monitor turned off
- Stage door and gate locked