

# THE MARLOW PLAYERS



## Theatre Checklist

### Dressing rooms

- mirror strip lights working
- Intercom / internal phone working (useful for calling actors over the long stairs between dressing and stage). Stage microphone and PA system or baby monitors to dressing rooms
- hot water in sinks running
- temporary storage items removed

### Lighting

- Number of actual lights working
- Spare Bulbs for the lights stored, somewhere so that we/they can fix them in the time that we enter the theatre to doing a performance

Recommended essential maintenance are :

- the Circuit breakers need upgrading to double what they are now to be able to use the system to it full potential
- most of the lights re 20+ years old, with over half of the 30 lanterns not working, - Every time we turn up another is down and broken. New/ refurbished lights please. i.e. there are about 36 channels and on 15 lights. There are 4-5 lights in the cage stage left, at least one stage right
- Floor level sockets/ channels so that we did not have to run wires from the top bars.
- A second lighting bar in the hall further away from the stage so that actors faces can be lit.
- A sound system that could be used from the lighting box.

### **Stage area**

- seating for six
- one table for props, one for sound next to curtain
- remove any crash mats, steps etc
- clean back stairs (normally an unused stairs, so not cleaned regularly)

### **Audience area**

- seating staggered per the plan. Numbered seats
- tables for ticket counter and coffee
- audience coffee in place, bar to be opened
- review expected interval times
- curtains and stage curtain need to be monitored - new hooks in stock
- stage curtain needs to be checked every so often

### **General**

- Access for bringing in sets, first Sunday from 12am to 9:00pm
- Access times for rehearsal week. Expectation is that it runs from 7-10.30pm
- Access times for performance nights (Wednesday-Saturday) Expectation is that it runs from 7-11:00pm
- Tower in place ready for assembly (or pre-assembled) by 12:00
- Bar opening time during production and after the show. Bar days are: Thursday, Friday and Saturday
- Access times to break down set on final Sunday. Expectation is that it runs from 12:00 to 2:00 pm

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## Seating plan for the Shelley Theatre, Court Gardens, Marlow

2 BIG  
tables  
for  
coffee &  
tea

### -----STAGE-----

Door main entrance  
heads.

Please **STAGGER** rows so audience can see between  
heads.

Unnumbered rows shown as "U".

1 BIG  
table,  
2 chairs  
for tickets

A		3	4	5	6	7	8	9	10	
B		2	3	4	5	6	7	8	9	10
C	1	2	3	4	5	6	7	8	9	10
D	1	2	3	4	5	6	7	8	9	10
E	1	2	3	4	5	6	7	8	9	10
F	1	2	3	4	5	6	7	8	9	10
G	1	2	3	4	5	6	7	8	9	10
	U	U	U	U	U	U	U	U	U	U
	U	U	U	U	U	U	U	U	U	U

A	11	12	13	14	15	16	17	18		A	
B	11	12	13	14	15	16	17	18	19	B	
C	11	12	13	14	15	16	17	18	19	20	C
D	11	12	13	14	15	16	17	18	19	20	D
E	11	12	13	14	15	16	17	18	19	20	E
F	11	12	13	14	15	16	17	18	19	20	F
G	11	12	13	14	15	16	17	18	19	20	G
	U	U	U	U	U	U	U	U	U	U	
	U	U	U	U	U	U	U	U	U	U	