

# THE MARLOW PLAYERS



## Theatre Checklist

Dates of production \_\_\_\_\_

### 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 (in the back stage tunnel)
- one table for props, one for sound next to curtain control point
- remove any crash mats, steps etc
- clean back stairs (normality an unused stairs, so not cleaned regularly)

### **Audience area**

- seating **staggered** per the plan. Numbered seats, rows A-I. Players have floor markers.
- tables for ticket counter
- audience 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 7:00pm
- Tower in place ready for assembly (or pre-assembled) by first Sunday 12:00pm
- Access times for rehearsal week. Expectation is that it runs from 7-10pm
- Access times for performance nights (Wednesday-Saturday) Expectation is that it runs from 7-11:00pm
- Get out will Saturday end of performance, by 11.00pm
- Bar by permission, charity collection only. Thursday, Friday and Saturday

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



**-----STAGE-----**

**Door main entrance**

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

1 BIG  
table,  
2 chairs  
for tickets

1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8
1	2	3	4	5	6	7	8

A	9	10	11	12	13	14	15	16
B	9	10	11	12	13	14	15	16
C	9	10	11	12	13	14	15	16
D	9	10	11	12	13	14	15	16
E	9	10	11	12	13	14	15	16
F	9	10	11	12	13	14	15	16
G	9	10	11	12	13	14	15	16
H	9	10	11	12	13	14	15	16
I	9	10	11	12	13	14	15	16

Additional two tables at rear for drinks serving