

Stage Manager Checklist

Good Morning Stage Manager!

Pre-Service: General Stuff

- Pick up 3 bulletins (& anything else that the Host Team is handing out) for the master file.
- Post the Tech Schedule in the Green Room, Host Team Room (4) and baptistry.
- Take the Tech Schedule to the Attic & Theatre. Leave on the sound board.
- Check the overall cleanliness of the stage – make sure that all water bottles are picked up after rehearsal, the curtains are straight, all stools match, etc.
- Pick up the wireless back-up mic from the monitor guys or audio guy.
- Check that the display on the front row is on & has Pro-Presenter on it.
- Reserve 2 seats for the Deaf Ministry at the 9:00 service.
- Check with band & reserve seats in front row of balcony (house right) as needed.
- Make sure that the lights are off in the baptistry & backstage.
- Make sure that the mic pocket with safety pin is on shelf in baptistry.
- Stand in the balcony area to check the stage for any unnecessary clutter.

Pre-Service: Speaker Stuff (only when there is one 😊)

- Get Speaker's box & make sure that it contains: mints, Listerine films, tissues, cough drops & a pen.
- Get 2 bottles of room temperature water for the speaker.
- Save seats for Speaker, Announcement Person, & guests - ? seats
- Confirm that you have enough guest seats saved with Producer.
- Check backstage that we have the correct speaker table & stool ready to go.
- If needed, make copies of the speaker's notes & distribute.
- Give Speaker the simplified order of service.

Just Before The Service

- Make sure that your clear com headset is on Channel A & that your volume is up so that you can hear the Producer.
- Make sure everyone is here for baptism & confirm line-up. Tell your Producer.
- Give the Announcement Person their announcement card.
- Make sure that you have the Speaker & Announcement Person before the Producer starts the service. If not, inform the Producer right away.

During The Service

- Be sure that the Backstage Manager clears the backstage of any cords, foot pedals, mic stands, etc that might get in the way. If they don't, you should clear them or ask the BSM to clear them. (Be sure not to unplug anything)
- Watch the words for the songs & the speaker's notes ~ let us know if you see anything that needs to be fixed.
- Watch the Worship Leader, Band & Singers for any problems that they might have during the music. Inform the Producer right away.

After The Service

- Clean up all your " Speaker stuff" & return it to the Green Room (when needed).
- Return the wireless back-up mic to the monitor guy.
- Let the Producer know if you need any supplies for the speaker box.
- Return your headset to the Backstage Manager