

Opening and Closing the Theatre: Procedures and Checklist

Entering the Theatre

- Use the designated key* to open the stage door.
- Once inside, disengage the crash bar by pushing on it, inserting the Allen key (chained to the bar), and turning until the door is in unlocked position. Repeat this on both sides of the crash bar.**
- Leave this door unlocked only until your entire expected group has arrived. Then reverse the process to lock the door. If people are arriving at different times, lock the door and have them call a cell phone, text, or use the appropriate buzzer (located outside the stage door) to announce their arrival.
- Turn on the light switch to the right on the door to turn on the stairwell lights.

Entering the Lobby

- Use the designated key, enter the lobby, and turn on the needed light switch to the left of the door. If working in the lower lobby, turn on the light switches located inside the first locker, next to the upper lobby stairs.
- Lights for the upper lobby and the tower stairs are controlled from back stage (you won't need to turn these on for a rehearsal in the lower lobby).

Adjusting the Temperature in the Lobby and Studio

- Just past the light switches and before the door, there is a thermostat, which controls the heat in the lobby, the mainstage, and the studio. Read the instructions beside the thermostat to change the temperature. To heat the studio, set the temperature higher than room temperature until the radiators in the studio are warm. Then decrease the temperature on the lobby thermostat.

Entering the Rehearsal Hall (Trinity, second floor)

- Use the designated key, enter the room, and go to the control panel located on the wall just inside the door. Turn on the following breakers:
 - Top left _____ Front room (Upper Trinity) lights
 - Second left _____ Wall heaters
 - Third left _____ Wall electrical outlets
 - Top right _____ Back room (Lower Trinity),
 - Bottom right _____ Kitchen and washroom
- After turning on the heaters, adjust the temperature with the thermostat to the right of the control panel.
- If necessary, unlock the door leading to the bridge (This gives access to the bridge, and the tower stairs.)

* When given a set of keys, try them in each of the doors to make sure they work, and then label them for your own convenience.

** This is to make sure that there is equal pressure on both side of the crash bar.

Entering the Studio Theatre

- Use the designated key to enter the studio from the backstage stairs.
- Turn on second switch to right of the door, to turn on studio worklights. (The first switch controls the stairwell lights. Be sure not to turn this off, as it turns off all stairway lights on all floors)
- Turn the switch on the silver box located near floor to turn on the backstage light. This is a dimmer switch, so you can adjust it to desired level.
- If needed, unlocked the door leading to tower stairs.

Turning on Power in the Studio Booth

- Do not use the lighting board for rehearsal; turn the work lights on backstage.
- To turn on the booth, pull the switch on the side of the booth to the ON position.
- Turn the switch on the back wall to the ON position.
- Slide the dimmers that you need for preset to the appropriate level.

Checklist for Closing the Theatre

Studio

- Make sure backstage lights are on
- Bring all sliders on lighting board (if being used) down to zero
- Turn off power to booth (both switches)
- Close windows
- Strike any rehearsal set
- Take food garbage downstairs
- Lock tower stairs door from inside
- Turn off house lights, at backstage door
- Turn off bathroom lights and backstage light
- Lock door from outside

Rehearsal Rooms (Upper Trinity/lower Trinity)

- Close windows
- Wash dishes, tidy kitchen
- Rearrange furniture to the way you found it
- Lower thermostat
- Turn off all breakers
- Lock door leading to bridge
- Lock rehearsal room door

Lobby

- Lower thermostat
- Rearrange furniture
- Wash dishes
- Unplug any appliances
- Remove all personal items
- Turn off switches in locker

- Turn off switches near door. Leave the wooden light on.
- Close lobby door and check that it is locked

Leaving the Theatre

- Put the crash bar in lock position.
- Turn off stairwell light
- On leaving, check that the stage door is locked

If You Are the Last Person/Group Leaving the Theatre

- Check that the box office door (bottom of tower stairs) is locked
- Check to see that both the fire pole light and wooden light are on
- Check that the stage side door is locked
- Check to that stage door is locked