

Person	When	Job
	Pre-show	Turn on/Test Lights
	Pre-show	Turn on/Test Sounds
	Pre-show	Bellhop mic on mic stand backstage
	Pre-show	Power on blues and Speaker
	Pre-show	Sweep Stage
	Pre-show	Vacuum Risers
	Pre-show	
	Pre-show	
	Pre-show	
	Pre-show	
	Pre-show	
	Pre-show	Place pillows on the bed
	Pre-show	Make and steam bed
	Pre-show	Put couch cushions zipper side down
	Pre-show	Place the notepad and pen on the upstage bedside table
	Pre-show	Place a shaker with LOTS OF WATER in the bar
	Pre-show	Check Doors (for damage)
	Pre-show	Check furniture (for damage)
	Pre-show	Make sure backstage is clean
	Pre-show	Charge glow tape
	Pre-show	Headset Check

	During Act 1	Crash box pg 39
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	During Act 1	Cue liam to get shoes pg 41
	During Act 1	Cue Helie to get martini glasses and shaker pg 41
	During Act 1	Get martini glasses and shaker - wipe down coffee table if wet pg 42
	During Act I	Put black shoes in closet + vanity pg 42
	During Act 1	Cue Bella for quick-change pg 56
	During Act 1	Take (cheap) wig from suitcase and preset in bathroom pg 58

	Intermission	Place the notepad and pen on the table next to radio
	Intermission	Wipe down coffee table
	Intermission	Coffee set off
	Intermission	Fork off
	Intermission	Close suitcase, put next to bed
	Intermission	Move the Vanity case to the closet
	Intermission	Fruitbowl to coffee table
	Intermission	Make sure the living room door is cracked open

	During Act 2	Cue Julia to enter (pg. 82)
	During Act 2	Cue David pg 87/88
	During Act 2	Cue Bella pg 104
	During Act 2	Hand Leo his clothes + shoes pg 107

	Curtain Call	Set Wine bottles and wine glasses
	Curtain Call	Take wig from Mary Helen
	Curtain Call	Put on Mary Helen's wig
	Curtain Call	Tuck in the comforter on the bed

	Post-show	Put Away props in their proper place
	Post-show	Put Away props in their proper place
	Post-show	Put away key
	Post-show	Put Away props in their proper place
	Post-show	Put Away props in their proper place
	Post-show	Clean glasses, bottles, and ice/ice bucket
	Post-show	Power off blues and speaker
	Post-show	Move table back to mainstage