

White Christmas Prop Department Strike Plan

Immediately post show, On Stage and in wings:

With Prop Run Crew:

Move all furniture pieces from stage & wings to loading dock area of scene shop, and check them in on master storage list

Check all hand props and Inn desk dressing back into prop boxes for transport to storage

Collect, wash & dry dirty dishes, check in to prop box

Gather soiled linens, take upstairs to prop shop for laundering

With Stage Management:

Clear personal props from dressing rooms to prop boxes

With Scene shop strike crew:

Roll Train Wagon into Scene Shop space for later disassembly

Roll WWII unit into Scene shop space for later disassembly

Fly in Inn wall, remove dressing, drapery, and fixtures; check in and bag or box appropriately

Fly in Inn Chandelier, disconnect from rigging and unplug power supply,

Transfer to rolling storage rack for loading onto truck

First Priority off deck:

Lisa and Jen: Unbolt and remove train benches from wagon unit

Remove curtains and valences from train flat and bag for storage

With Electrics staff:

Disconnect power to Train unit sconces and Army drop lighting

Remove wall sconces and box for storage

Brian, Ana & Meghan: Bag army Xmas tree, Inn Xmas tree, Chorus Xmas all six Finale Xmas trees, and both regency room tables with linens

Begin dismantling the army drop unit for storage

Bag Army drop

box army drop lighting

Second Priority:

Lisa: With Sound Crew:

Disconnect and remove speakers and wireless equipment from both prop piano units

Brian: pull box truck into loading dock; begin loading furniture starting with all tap boxes, continue loading prop pianos and prop road boxes with

Ana and Meghan. Jen will join the loading when train seats are free.

Lisa – advance trip to SOT warehouse to create a staging for arrival of White Christmas props

Third Priority:

All Prop Personnel: transport all White Christmas from scene shop to warehouse. This will take several trips.

Meghan: after the first box truck load is on the truck, you should break off. First, complete the White Christmas prop laundry and shelve run crew supplies back in to prop shop stock. Then take the Pick-up truck to Milwaukee shakes rehearsal hall. Pick up the Suitcase and standing mirror. The suitcase comes back to SOT prop shop for work notes. The mirror goes to the Shakes paint shop for Katherine to work on. Also take the bench foam with you to Shakes. Lay out the seat foam on the bench seat Tom built, and scribe a line at the diagonal end so when you cut your foam, your foam cushion fits exactly to the bench. You can also do this with the foam for the back of the bench, or you can just measure the exact width of the back of the bench, since this should be a straight cut. Ask me if you have questions. When complete, re-join the White Christmas re-shelving of props at SOT warehouse. Bring the clean laundry with you to include with the White Christmas show props.

Last:

**double check final prop check-in list

**Back to Cabot stage: Touch base with deck chief and strike crews to make sure nothing has fallen through the cracks.

** Move Upright acoustic Piano from Orchestra Pit to Richardson Room for Monday's Development event. Cover piano. Track bench as well.

**Release Box Truck to Scene Shop Personnel for their strike needs.

**Park Pick-up truck in designated space (check Fuel level and record)