



# Washington Center for the Performing Arts Opening & Closing Checklist

Each time the WCPA (Washington Center for the Performing Arts) is used for a performance, this check list must be completed and turned into the Theatre Coordinator (Vivian Johnson) by 12:00 pm on the next business day.

Date of Performance		Event Name or Group			
Opening Time		Closing Time		Name of person completing form	
Special Needs for Rental					
Light Technician on duty					
Sound Technician on duty					
Name of renter (contact)					

**Safety Hazards** = Some examples: items in the middle of the walk/path way; floor or carpet not secure; railing not secure; any tripping or slipping hazards; or exposed wiring

**Cleaning:** If there is a cleaning issue at opening, please do your best to tidy up the area. Cleaning supplies, including vacuum are in the closets in the lobby. The main WCPA key will open these doors. Please make note of problems and what you did to resolve.

**Lights:** Some lights may be on when you arrive. The lighting technician will handle turning on the show stage lights and lights used on the catwalks, but the person completing check list should ensure that all areas are still clean and no safety hazards exist.

**Notes:** Please make note of anything that needs correction, repair, is missing, etc.; things you had to do out of the norm; renter problems or light bulbs that need replacing.

### **Doors**

Unlock Main Entrance – 1 Nearest box office *		Lock Main Entrance – 1 Nearest box office	
Unlock Main Entrance – 3 Electric Doors **		Lock Main Entrance – 3 Electric Doors	
Unlock Back Entrance Doors ***		Lock Back Entrance Doors (be sure area including garden is clear of people)	
Unlock door in foyer near orchestra pit (leads to outside walkway) IF NECESSARY		Lock door in foyer near orchestra pit ( <b>check even if you did not unlock</b> )	
Unlock door by the Women’s dressing room (near Park Ave. parking lot) IF NECESSARY		Be sure the door by the women’s dressing room ( <b>check even if you did not unlock</b> )	

\* Use the key to unlock this one door nearest to the box office

\*\* The other three doors at the main entrance are unlocked with a switch NOT a key. The switch is located in the box office; the switch is directly under the box office window and you click it up for on and down for off. It is labeled “on” and “off.”

\*\*\* These doors are located at the Regions Bank Parking Lot

**Complete each section; the left columns are activities to complete at opening; items on the right are columns to complete at closing. If light switch is a slider, to turn on and off, press top button; if that doesn’t work, press bottom button.**

**Garden**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Light switch is located on the brick wall, to your left, as you enter the garden. These lights are not slider lights; to turn on, push the silver button up and to turn off, push the silver button down.

**Downstairs Lobby**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Light switch is located on a panel behind the bar and each slider is labeled as to what they turn on and off.

**Lobby Restrooms – Both Men's and Women's**

Lights On		Clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Lights are automatic cut on and cut off.

**Upstairs Lobby**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Lights were turned on in downstairs lobby.

**Upstairs Lobby Restrooms – Both Men's and Women's**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Lights are automatic cut on and cut off.

**Balcony**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	
19 seats in the first row		19 seats in the first row	

Light switches are located at both entry doors to your right or to your left on the wall.

**Upstairs catwalks / Lighting Booth**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

**Main Theatre**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

There are 3 locations in the auditorium for lights. One switch is located as you enter the auditorium directly on the wall to your left and on the other side of the auditorium as you enter, it is located on the wall to your right. There is also a switch at the bottom of the auditorium as you enter the alcove that goes into the Black Box (rehearsal room).

**Black Box – If in use (Not to be used if renter does not have permission AND has not paid for usage.)**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Light switches are located on either side of the entry doors to your left or right.

**Stage, Stage Left and Stage Right**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Light switches are located on the left or right side of the wings of the stage, on the wall under the exit signs.

**Back Hallways**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Light switches are located on the wall in front of the Black Box doors (rehearsal room) **and** on the wall in front of the main shop roll-up door.

**Dressing Rooms – Both Men's and Women's**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Light switch is located on the left wall as you enter the room.

**ACP Only – Workshop**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

Light switches are located at both roll-up doors, as you enter the shop, on the wall.

**ACP Only – Costume Room**

Lights On		Lights off & clear of people	
Clean		Visible trash cleaned up	
Check for any safety hazards		Check for any safety hazards	

**INITIAL ONCE COMPLETE:**

**Before Performance:**

**Renter:** Locate and introduce yourself to the renter contact. Let them know you are in charge of the building during their event and available for any needs they may have. \_\_\_\_\_

**Light Technician:** Check with Light Technician to be sure all is okay and if there is anything you can help with prior, during and after the rental. \_\_\_\_\_

**Sound Technician:** Check with Sound Technician to be sure all is okay and if there is anything you can help with prior, during and after the rental. \_\_\_\_\_

**After Performance:**

**Renter:** Locate and be sure there isn't anything else they need and that all was okay with the rental. If there were problems that you cannot fix, please note in detail at the end of the report and let the renter know that the report will be reviewed by the Theatre Coordinator. She will receive the report on the next business day and contact the renter within 24 hours of receipt. \_\_\_\_\_

**Light Technician:** Check to be sure all things are back to normal and if they need any assistance. If they need assistance, have them tell you specifically what to turn off, move or assist with. Collect Technician's report. \_\_\_\_\_

**Sound Technician:** Check to be sure all things are back to normal and if they need any assistance. If they need assistance, have them tell you specifically what to turn off, move or assist with. Collect Technician's report. \_\_\_\_\_

**Note:** If anything looks like it has not been put back in its proper place, document it in detail.

Notes: \_\_\_\_\_

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