

PERFORMANCE REPORT

T H E H U D S O N T H E A T R E S

Please return this performance report to the Hudson office after any use of the theatres.

PRODUCTION _____

DAY _____ DATE _____

STAGE MANAGER & CONTACT NUMBER _____

MAINSTAGE BACKSTAGE GUILD

CLOSING CHECKLIST **YES** **NO** **IF NOT, WHY?**

Theatre and dressing rooms swept and cleaned*	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trash cans emptied and replaced with new liners*	<input type="checkbox"/>	<input type="checkbox"/>	_____
A/C turned to off, fans left on auto	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dimmer-pack breakers turned off (no others)	<input type="checkbox"/>	<input type="checkbox"/>	_____
All doors locked (including Mainstage front door)	<input type="checkbox"/>	<input type="checkbox"/>	_____
All lights turned off (except any ghost lights)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Performance report left for Hudson staff	<input type="checkbox"/>	<input type="checkbox"/>	_____
Alarm set upon exit using assigned code	<input type="checkbox"/>	<input type="checkbox"/>	_____

PLEASE LEAVE ALL REQUESTS AND COMMENTS FOR HUDSON STAFF BELOW

*At the end of each rehearsal, performance, showcase or class you must clean up the theatre area and throw away **ALL** trash, Make a Performance Report notation if an item was already there (e.g. a drink cup) and then please **clean it up or YOUR show may be fined**. Do not use props or set pieces that do not belong to you.