

PRESHOW		
Time:	Scene:	Action:
Prior to Call		<ul style="list-style-type: none"> - Source any consumables (if required).
One Hour Call		<ul style="list-style-type: none"> - Sweep and Mop Floor - Vacuum Rug <p>ACT ONE PRESET: Refer to the <i>Onstage Props Setting List</i> if required.</p> <p><u>Don and Gwen's Backyard:</u></p> <ul style="list-style-type: none"> - Catherine's two books on the table. - Pen on table. - Evian Water Bottle on Table. - Devon's Trail Toy <p><u>Alice's Backyard (Barbecue):</u></p> <ul style="list-style-type: none"> - Paper towel on OP side. - Two Sauce Bottles (Red and Yellow) on PS side. - Sunflower Oil on PS side. - Barbecue Scraper on PS side. - Put 3 x Brown Foam Patties inside Grill <p><u>Alice's Living Room:</u></p> <ul style="list-style-type: none"> - Picture Frame on Coffee Table facing Couch. - Kettle - Tea Cup and Saucer <p><u>Kitchen Hutch:</u></p> <ul style="list-style-type: none"> - Manilla Folder and Syllabus - Ensure that 3 x Syllabus are inside the manilla folder. - 2 x Black Display Folders - 2 x Catherine's Books - 3 x Pizza Boxes - 12 x Beer Cans

PRESHOW		
Time:	Scene:	Action:
One Hour Call		<p>ACT ONE PRESET CONTINUED:</p> <p><u>Kitchen Hutch (Continued):</u></p> <ul style="list-style-type: none"> - 3 x Martini Glasses - Catherine’s Dressing Gown (Floral) 18 x Candles on lower cupboard (this is to be completed backstage - check that all candles are working). - Devon’s Blanket - Devon’s Ben Ten Shirt - Devon’s Truck - Devon’s Camouflage Bear <p><u>Backstage:</u></p> <ul style="list-style-type: none"> - Preset pen in Avery’s small backpack. - Check that ‘The Power of the Positive Woman’ is inside the small backpack. - Check that the blue velvet notebook is inside the small backpack. - Preset pen in Gwen’s handbag. - Check that the white and black striped notebook is inside the handbag. - Preset Office Chair PS near curtain flat. - Check that all props are preset on table - Refer to the <i>Offstage Props Setting Lists</i> if required.
Half Hour Call		<ul style="list-style-type: none"> - Check that all set elements are in place with their markup. <p>CONSUMABLES:</p> <ul style="list-style-type: none"> - Fill Martini Shaker, Tea Cup, Kettle, Bottle of Water, Beer Cans and Shirley Temple with water. - Put the Frozen Ice Cubes in the Martini Shaker - Pour Iced Tea into Kettle. - Fill Olives in Martini Glass, add toothpicks and cover.

PRESHOW		
Time:	Scene:	Action:
Half Hour Call		<ul style="list-style-type: none"> - Add Powerade, 2 x Cherries and Half a slice of Orange to two Shirley Temples. Refer to the <i>Consumables Document</i> if required. - Seal Oranges and put consumables back into the fridge. - Set Consumables in required positions on the Props Table.
Fifteen Minute Call		<ul style="list-style-type: none"> - Comms check with SM and Crew (Wait until SM is ready to do so).
Five Minute Call		<ul style="list-style-type: none"> - Ensure that all cleaning items reflected in the <i>Cleaning Plan</i> are backstage.
Act One Beginners		<ul style="list-style-type: none"> - Ensure that all cast members have their required props for Act One, Sc. One - Refer to the <i>Props Running List</i> if required. - Ensure that Cast are standing by for Act One, Sc. One.

DURING SHOW - ACT ONE		
Time:	Scene:	Action:
<p><i>Assist SM if called or needed for an emergency.</i></p> <p><i>Assist Cast when necessary or needed for an emergency.</i></p> <p>Remain backstage throughout the performance except when specified otherwise.</p>		
	Sc. 1	<ul style="list-style-type: none"> - Monitor Cast and Props - Ensure that Alice has her list and pen for subsequent scene.
QUICK CHANGE - CATHERINE		
	Sc. 2	<ul style="list-style-type: none"> - Refill Beer Cans and clean with alcohol wipe. - Ensure that Catherine's Books are placed correctly on the props table before Alice (Ms. Bird) exits with kettle, tea and saucer.
	Sc. 3	Hand Catherine Meat Tray with Tongs

INTERVAL:		
Time:	Scene:	Action:
<p><i>Assist SM if called or needed for an emergency.</i></p> <p><i>Assist Cast when necessary or needed for an emergency.</i></p> <p>Remain backstage throughout the performance except when specified otherwise.</p>		
		<p>ACT TWO PRESET:</p> <p>Refer to the <i>Onstage Props Setting List</i> if required.</p> <p><i>Also Mr. Radvan would prefer if crew movement is minimised during these changes.</i></p> <ul style="list-style-type: none"> - Refill Martini Shaker. - Empty Beer Cans and fill one can with a few mouthfuls of water. - Wash 3 x Martini Glasses, Wash Kettle, Empty and Wash Shirley Temple Glasses, Wash Water Bottle and Wash Tea Cup. - Dispose Olives used in Act One, Scene Two. - Refill Olives with Toothpicks. <p><u>Don and Gwen's Backyard:</u></p> <ul style="list-style-type: none"> - Strike Beer Cans prior to putting Cake on table. - The Cake is on table. Ensure that the fabric is already covering the cake before you bring it onstage. <p><u>Alice's Backyard (Barbecue):</u></p> <ul style="list-style-type: none"> - Strike Tray with Meat if left on. <p><u>Alice's Living Room:</u></p> <ul style="list-style-type: none"> - Office Chair is moved backstage. - Move timber couch back to original position. - Put Dons phone in Drawer (Right Side). <p><u>Kitchen Hutch:</u></p> <ul style="list-style-type: none"> - 3 x Martini Glasses on Tray. - Put 2 x washed beer cans (including the one with water) next to the other cans.

INTERVAL:		
Time:	Scene:	Action:
		<u>Backstage:</u> Ensure that all props are set and ready for Act Two.
Act Two Beginners		- Ensure that cast members are standing by for Act Two, Scene One.

DURING SHOW - ACT TWO		
Time:	Scene:	Action:
<p><i>Assist SM if called or needed for an emergency.</i></p> <p><i>Assist Cast when necessary or needed for an emergency.</i></p> <p>Remain backstage throughout the performance except when specified otherwise.</p>		
	Sc. 1	<ul style="list-style-type: none"> - Monitor Cast and Props. - Ensure that Alice does not leave after her first entrance.
	Sc.2	<ul style="list-style-type: none"> - Ensure that Avery has her phone for the subsequent scene.
<p>QUICK CHANGE - CATHERINE</p> <p>Once Dress is over Ms. Vukicevic head, Notify SM with Stand By: “Steph, Standing by Dress is Over Actors Head”</p>		
<p>QUICK CHANGE - CATHERINE AND DON (TOXIC TRANSITION)</p>		
	Sc. 3	<ul style="list-style-type: none"> - Monitor Cast and Props.
	Sc. 4	<ul style="list-style-type: none"> - Make sure Catherine has the review.
	Sc. 5	<ul style="list-style-type: none"> - Tap Avery on shoulder and open curtain to cue her entrance on SMs cue (When Don and Gwen share their first kiss) on PS. Notify standby with “ASM”. - Open curtain for Catherine’s entrance with present.
	Sc. 6	<ul style="list-style-type: none"> - Grab Olives in the martini glass from the fridge.
	Sc. 7	<ul style="list-style-type: none"> - Monitor Cast and Props.

POST SHOW		
Time:	Scene:	Action:
		<ul style="list-style-type: none"> - Empty and wash 4 x Martini Glasses, Martini Shaker, Shirley Temple Glasses, Tea Cup and Saucer, Kettle, Water Bottle and Beer Cans. - Turn off and put away all candles. - Check stage for food and drink . - Freeze ice cubes. - Preset all Props in preset placement. <i>Refer to the Offstage Props List</i> if required.

Cleaning Plan:

Follow this guide in the event of spillage.

Food Colouring:

NOTE: It is best to act quickly when spillage occurs as it is harder to get out the longer the colouring stains the rug or upholstery.

Upholstery/Rug:

Method One:

You will need:

- 1 x tablespoon of dishwashing liquid
- 1 x tablespoon of white vinegar
- 2 x cups of cool water
- 1 x White Cloth
- Dry Towel
- Bucket

Instructions:

1. Combine the tablespoon of vinegar and dishwashing liquid with the two cups of cool water.
2. Start blotting stain with white cloth.
3. Repeat until gone.
4. Blot with a dry towel.

Method Two:

This method did not specify the amount of liquid or water to use. I assume it is only a little bit of dishwashing liquid and perhaps two cups of warm water.

You will need:

- Warm water
- Dishwashing liquid
- White cloth
- Dry towel
- Bucket

Instructions:

1. Gently sponge stain with warm water and dishwashing liquid.
2. Blot with a dry towel until the liquid is absorbed.
3. Repeat until gone.

Studio Floor:

Method One:

This method did not specify the amount of liquid or water to use. I assume minimal amounts of soda water or vinegar will be used.

You will need:

- Soda Water
- Vinegar
- Damp Cloth
- Paper Towel

Instructions:

1. Add a little bit of soda water or vinegar to a damp cloth.
2. Scrub up the stain with the damp cloth.
3. Once the stain is removed, use paper towel to dry.

Olives:

Upholstery/Rug:

Method One:

This method takes time, so it may be best to complete these instructions during interval or post show.

You will need:

- Dry Cloth
- Corn-starch
- Vacuum

Instructions:

1. Blot up as much of the olive oil as possible with a dry cloth.
2. Place corn-starch onto the stain and let it soak in for approximately fifteen minutes.
3. Vacuum the absorbent up.
4. If the stain persists, you may need to repeat these instructions.

Studio Floor:

Method One:

You will need:

- 1 x Bucket
- Paper Towel (Lots)
- 1.5 Litres of Water
- 1 x Tablespoon of Dishwashing Liquid

- Half a cup of White Vinegar

Instructions:

1. Collect as much of the oil as possible with paper towels.
2. Fill a bucket with one and a half litres of water and add one tablespoons of dishwashing liquid and half a cup of white vinegar to the water.
3. Dip a handful of paper towel into the bucket of water and wipe over the floor. Continue until the greasy residue is gone.
4. Dry the floor with a dry paper towel.

Powerade:

Upholstery/Rug/Studio Floor:

You will need:

- 1 x Bucket
- Paper Towel (Lots)
- 800mL of Water

Instructions:

1. Pour a small amount of water on stain.
2. Dab stain continuously until the stain is gone.

Ice Tea:

Upholstery/Rug:

You will need:

- 1 x Bucket
- Paper Towel (Lots)
- 800mL of Water
- Dishwashing Detergent

Instructions:

1. Put paper towel over stain so it is absorbed.
2. Put a small amount of dishwashing detergent into the bucket and blot the stain with paper towel.
3. Continue blotting stain until it is removed.