



FACILITY OPEN & CLOSE CHECKLISTS

A WAG Representative is required to unlock the building at the beginning of your event and lock it at the end, unless other arrangements have been made in advance. Please use this checklist to ensure that the space has been returned to the normal condition. We appreciate your assistance in keeping our building in top shape.

OPEN CHECKLIST

- Turn lobby lights on. Leave off kitchen and outdoor lights when not specifically needed.
- Set lobby thermostat to desired temp.
- Turn on overhead theatre lighting. Main light switch is in the lobby on the wall between the dock doors and star board. The other switch is next to the greenroom door.
- Set theatre thermostats to desired temp. One on wall to left side of theatre and one by greenroom door.

CLOSE CHECKLIST

- Anything moved for your event needs to be moved back prior to leaving. Be sure to wash tables/chairs as needed.
- All floors swept and spot mopped. Brooms/mops are backstage on the wall to the left. Spigot & bucket for mop water is in backstage bathroom. Cleaning supplies are in box office in black cabinet.
- All trash gathered & removed. Dumpster is on the north side of the parking lot.
- Set both theatre thermostats back. On cool at 80° in moderate to hot weather & on heat at 60° in cold weather.
- Check backstage bathroom and greenroom lights. We find these inadvertently left on a lot!
- Close door into greenroom and door from greenroom to backstage area.
- Turn off theatre lights.
- Close curtain to the theatre. (Helps with temperature regulation.)
- Set lobby thermostat back. On cool at 80° in moderate to hot weather & on heat at 60° in cold weather.
- Turn off lobby lights.
- Lock front door.