

Check In/ Check Out Checklist (Strike Completion checklist)

Please label condition as Like New, Good, Fair, or Poor, and please make comments to the right for any conditions less than like new; this includes if trash is present, area looks unswept, etc.

Area	Check In	Check Out	Comments
Stage			
Backstage			
House-Seating Area			
Lobby			
Box Office			
Make-Up/Dressing rooms			
Green Room			
Equipment			

Stage

- Is the stage in the same condition it was before the show? _____
- Have all spike marks been removed? _____
- Has all trash been picked up? _____
- Has the stage been swept if needed (visibly dirty, feathers, sequins, etc)? _____
- Has the stage been mopped if needed? _____
- Has the stage floor been checked for damage and found to be okay? _____
- If moved, have all soft goods been returned to their original location? _____

Backstage

- Has all trash from the show been picked up and put in the proper receptacles? _____
- Has backstage been swept or mopped if needed? _____
- Has everything been returned to its original position before the lessee utilized the space? _____
- Have all technical supplies and scenery brought in by the lessee been removed? _____

House- Seating Area, Lobby & Box Office

- Has all trash from the event (programs, etc) been picked up and removed? _____
- Have all carpeted areas been checked for spills and found to be okay? _____
- Have all lobby displays been removed? _____
- Has all event info/trash been removed from Box office/ Front of House? _____
- Has any and all furniture or equipment been removed or returned to its original state? _____

Make-Up/ Dressing Rooms

- Have all garments and accessories been removed? _____
- Has all make-up been removed? _____
- Have all make-up spills be wiped up? _____
- If drawings are on mirrors, have they been cleaned up? _____
- Has all trash created been swept up? _____
- Have all the drawers been checked for no leftover trash/make-up? _____

Green Room

- Has all food been removed (cabinets, counters, fridge, etc)? _____
- Have all messes/spills been cleaned up? _____
- Have all dirty dishes been washed and removed? _____
- If necessary, has it been swept/vacuumed? _____

Equipment

- Is all equipment utilized by the event in the same condition it started in? _____
- Is everything in its original undamaged state? _____
- Has all equipment been returned to its original area? _____

Technical Areas (if the lessee provided their own technicians)

- Are the technical areas free of trash? _____
- Is all the equipment in the tech areas in their original undamaged state? _____

If the answer to any question is NO, than the lessee will not receive their cleaning deposit back.

If all questions are answered yes, the lessee will receive their clenaing deposit back.

Signature of Lessee & Date

Signature of Facility Coordinator or Assigned Staff & Date

Check Number _____

Date Check Was Returned _____