

The Chrysalis: - Dressing Room Checklist.

We will deduct £30 from your returnable deposit if any of the following are not completed.

- Mirror Lights:** Only use these while applying makeup as the room gets too hot.
- Event Material:** Use only the notice board provided.
- Tape:** Do not use any tape on walls and doors.
- Furniture:** If moved please return all furniture to its original locations (make a note before moving it. Pass on a note if you are not the person checking room at the end of your event).
- Ironing:** Re-hang all ironing boards after use, hang up irons ensuring leads are left tidy and not constituting a trip hazard.
- Costume Rails:** To erect, pull them apart and push the X bars all the way down, swing over the top rail so it locks. Reverse this to close and re-hang on the wall.
- Coat Hangers:** Do not leave any coat hangers behind in dressing rooms or toilets.
- Rubbish:** Empty all bins and replace the bin liners (bin liners are located in the rack above the bins).
 - Remove all rubbish from toilet floors.
 - All rubbish sacks should be taken to the entrance lobby near the gents toilets and put by the exit.
- General Cleanliness**
(The Hoover & cleaning materials are located in the cleaning cupboard next to dressing room 2).
- Wipe down sink areas (if dirty). **P.T.O**

Thank you for your co-operation. The Chrysalis is looking forwards to welcoming you back soon.

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- Wipe down make-up area (if dirty).
- Wipe all doors, walls and work surfaces (if they have make-up on them).
- Hoover both dressing rooms (if necessary).
- Hoover downstairs passage (if necessary).
- Sweep stairs to the stage (if necessary).
- Check shower area (if used), and clean if dirty.
- When Leaving**
 - Remove all personal belongings.
 - Close all windows
 - Turn off all lights

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Chrysalis Management Team