

The Chrysalis - Stage Checklist.

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

- Painted surfaces:** Do not stick anything on to these by any means whatsoever.
- Wing curtains:** Must be tied when setting up the stage and striking the set (put ties in the tie-tray by curtain taps).
- Theatre pens:** Do not remove these from the board for any reason.
- Wipe board:** must be cleaned at the end of your event.
- Gaffer tape:** All tape must be removed after your show and any residue removed (as dust sticks to it and it turns black).
- Back Walls:** you may stick paper on these surfaces with gaffer tape or Blue-Tack.
- Cables:** Use cable protectors (in the cable trunking stage right and stage left).
- Chairs:** Must be stacked in the bays provided (no more than four high).
- Furniture, props and other objects:** Do not use without agreement with the duty manager! These belong to The Chrysalis and are not part of your hire agreement. If used return to the place taken from (if you are not there at the end of your event, write it down so your stage manager or team can do this for you).
- Stage Weights:** Must be returned, stacked in fours, to under the Strand lighting racks (stage left, curtain opening side)
- XLR Cables:** all XLR cables etc. must be wound on to Cable tidies of the right length and hung on the walls they came from
- 15amp + 13amp cables:** Must be wound onto the cable tidies, returned to stage right (louvre cupboard side) and hung on the walls matching their correct lengths to the cable signs.
- Floor:** Must be swept and mopped if needed! Brooms may be found stage right and left; the mop and bucket are in the cupboard through the gents toilet door.
- Waste Bins:** Empty all bins. Leave the bin bags in the lobby next to the gents toilet by the exit . Replace with fresh bin liners (bin liners are located under the sinks).
- General Cleanliness:**
(Mops can be found in the cupboard through 1st door of the gents toilets and the broom and Hoover in the cupboard next to stairs by the gents toilets).

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

Chrysalis Management Team