

OPERATOR	SHIFT	WHERE	CUE	NOTES – June 9, 2008
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Laughter on the 23rd Floor

Preshow

	Turn ON A/C, House, Work & Dressing Room Lights/Unlock Back Door			Whoever arrives first
Jeremy	Ice Machine OFF			
	Sweep/Mop Set			Th: Mop; Vacuum Rug Daily
Cathy	Dimmer Check			FIRST THING (usu. on the way to get the food from the fridge); Make sure Desk Lamp is ON (CH 27 & 42 don't exist; paperwork by light board)
Cathy	Sound Check			Power up order: Lower Power Strip, Upper Power Strip, Booth Monitor, Sound Computer; Run Q's: Preshow, City Cue, Christmas Cue, Phone Voice Cue
Jeremy	Turn on Monitor System	Green Room		After Sound System Power up
Cathy	Prep Food	From Fridge/Freezer in Lobby Closet	Get food out of freezer on arrival so it can thaw. <u>Prep the trays at Actor Call</u>	REAL Food per run: (1) orange, (2) pumpernickel bagel, (3) sm bags of potato chips (in bowl)slice all bagels and arrange w/ fake bagels/onion rolls REAL Food replaced every few runs: Row of pound cake (2 runs), (3) Danishes (1 ea flavor - 4 runs); ¼ brick of cream cheese (NEW every act) Precut the cream cheese, wrap it in foil & put it in the little fridge (Pre-wrap Act I/Act II Portions on paper plates) Set the pound cake/danish out on tray and cover with foil;
Jeremy	Paint Wall Panel	US of windows		Pink, very heavy on the paint (2 nd coat)
Jeremy	Set Wall Panels			Perforate Holes
Jeremy	Sweep & Mop Talcum Powder	By Wall Panels	Panels Set	
Cathy	Set Onstage Props		Prior to Fight Call	Doors/Windows Closed, Light Switches ON, Check to make sure decal is still stuck to office door
Cathy	Set Upstage Props			Audrey Time Magazine (Other props are set dressing and don't move.)
Cathy	Make Coffee		½ hour prior Actor Call Time	2 small pots of decaf (6 spoons to 12 cups)/ cut in ½ w/ water and pour into prop Coffee Maker; <u>Make a pot of good coffee afterwards (8 heaping spoons to 12 cups water)</u>
Jeremy	Refill Snow Machine			Sweep underneath afterwards
Jeremy	Set Shoe Catcher			

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Cathy	Check Dressing Room & SL Props		During Fight Call/Warm-ups	
Cathy	Set Coffee Maker on Food Table /Dress the cord to the coffee maker		Conclusion of Fight Call	Fill Lucas' cup too
Cathy	Check to make sure Conference Table is set			* Blank Small Notepad , "Lucas" label – US Seat * Newspaper (opened to article) & Styrofoam cup (w/ trace of liquid) –DS seat
Eric/Dean	Reset Furniture after warm-ups			
Jeremy	Set Waste Bucket & Trash Can	USL by lockers		For Intermission shift
Cathy	Set Cream Cheese & Bagels	Food Table	Just Before House Opens	Check Furniture Placement at same time, remove the foil covers
Cathy	Set the Food Table Cover			Once all food is set
Cathy	Check & Charge Glow Tape			
Jeremy	Running Lights ON/Worklights OFF		House Open	
Jeremy	Booth Lights OFF		House Open	
Jeremy	Preshow Q's		SQ 0.5/ LQ 1	SPACEBAR = Sound GO
Jeremy	Turn ON Blue light by booth ladder			
Jeremy	Remove Food Table Cover		Places	Track the cover into the booth after curtain speech

ACT I

	Actor Places			Lucas in Hall
Cathy	Music Down/Curtain Speech Up	Nod from Speaker	SQ 1/LQ 3	
Jeremy	Curtain Speech			
Cathy	Music up/ Curtain Speech Out	Speaker Exit	SQ 3/LQ 4	
Cathy	Houselights to ½	Autofollow LQ4		Manual Fade (3 ct)
Cathy	Houselights out	Autofollow	When Audience Settled	Manual Fade (3 ct)
Cathy	Blackout	Autofollow	LQ 5	Give Lucas 10s to get in place
Cathy	Music down/Top of Scene		SQ 4/ LQ 10	
Cathy	Act I Light Qs			
Cathy	Houselights to FULL		END of ACT I	

Intermission

Jeremy	Set Curtain in front of Wall Holes			From USC Prop Area
Jeremy	Change Wall Panels			Strike curtain when finished
Jeremy	Add Frames to Holes			Green Panel: Small Silver (SR), Large Silver (SL); Pink Panel: 2 black (preset at Top of Show)

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Cathy	Clear Costumes from Stage & Track to Dressing Room	Mostly from Coat Rack; Val's Jacket from Conference Table		Milt Berets (3) to Prop Table; Milt Cape, Val/Brian Hats, Kenny/Val/Ira Coats, Ira's Scarf [Coat Rack] Val's Jacket [US Chair conf. table] to dressing room; <u>LEAVE LUCAS' JACKET!</u> Track Brian's Hat (no feather) to wheelchair in Dressing Rm <i>Val sometimes meets you in the Green Rm for his stuff.</i>
Cathy	Strike the Shoe Catcher to USR wall			Track Ira (laces)/ Brian (loafers) Shoes to Dressing Room; <u>Take Tray/ Ziploc/ Mugs/ Napkins out on return trip</u>
Jeremy	Add Plaques beneath frames with sticky tac			
Jeremy	Dump half eaten food & office trash			Into plastic trashcan from preset table
Jeremy	Empty & Reset Coffee Mugs	Food Table		Into waste bucket from preset table
Cathy	Strike the Typewriter Paper from Floor			Reset in a neat stack on office desk
Cathy	Reset Office Desk, Coffee Table, & Couch			Same as Act I, <u>EXCEPT</u> no memos to the left of the typewriter; Track Hardcover Book back to top of Filing Cabinet
Cathy	Track Val's Glasses, Max's Cigar, Carol's Purse & Kenny's Briefcase/contents to SL Prop Table			Glasses (conf. table) aren't always there; Cigar is on coffee table; Purse is on coat rack; Briefcase is by the couch, newspaper/pad on coffee table; Reset contents into briefcase (<i>Carol resets contents of purse herself</i>)
Jeremy	Tidy up the conference table, reset the magazines & newspapers			Same as Act I, <u>EXCEPT</u> for Lucas' stuff
Jeremy	Set Small Pad, Sharpened Pencil	Downstage End of Conference Table		Pad labeled w/ "Lucas"
Cathy	Strike Food	Food Table		STRIKE : cream cheese, meat plate, pound cake, cake, danish, fake sweet rolls; <u>Leave 1 REAL Bagel (One must be in FRONT for Milt)</u>
Cathy	Set Pink Mug w/ Coffee	USL Corner of Conference Table		½ full, handle facing the USL corner
Cathy	Set Max's Act II Mug	Food Table		DS of other mugs, next to the coffee maker w/ handle facing out; Strike Act I Mug
Cathy	Set Act II Napkins	Food Table		Strike Act I Napkins

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Cathy	<u>Take OLD cream cheese/ Dirty Cream Cheese Knife/ Cake & Fake Sweet Rolls/Act I</u> <u>Napkins/Mug to SL Prop Table; Return with Mop</u>			On Tray
Cathy	Mop up Wet Spot	by Food table		Sometimes dries on its own
Cathy	Clean up talcum powder	by Office Door		Use damp sponge mop
Cathy	Set Jacket on back of chair	DS Chair at Conference Table		Should track there at the end of Act I
Cathy	Set CLEAN cream cheese knife	Food Table		
Jeremy	Push in Chairs	Conference Table		
Cathy/Jeremy	Reset Idea Board	Hang on Wall by Costume Coat Tree		<i>Sometimes J gets to this first.</i> Leave framed logos on stool for C to p/u; Track loose cards to pile on office desk right of the typewriter
Cathy	<u>Take Meat Plate/Framed Logos to SL Prop Table; Return w/ Cream Cheese</u>			
Jeremy	Set Food Table	Food Table		Rearrange the food table so it looks nice
Jeremy	Empty & Reset Ashtrays			
Cathy	Set NEW cream cheese	Food Table		LAST THING; Same place as Act I
Jeremy	Close All Doors			When done onstage
Cathy	Prep Act II Liquids	SL Prop Table/Kitchen		Gingerale in 2 champagne glasses; water in glass & beer bottle
Cathy	Deal w/ Act I Leftovers			Ziploc pound cake & danish
	Flash Lobby Lights			5 minutes B4 end of intermission?

ACT II – Return to Booth via the ladder

	Actor Places			Lucas, Max in Hall
Cathy	Houselights to ½	Booth		Manual Fade (3 ct)
Cathy	Houselights out	Booth	When Audience Settled	Manual Fade (3 ct)
Cathy	Light Q's 45 to 63			
Cathy	Get into place for quick change	USL by breezeway	Max: "What is this feeling of doom..."	Via ladder in booth
Cathy	Help Helen w/ costume change	USL by breezeway	Group singing of Swanee	Unzip Dress; hand off earrings; hang up old dress
Cathy	Track Scripts to SL Prop Table		Follow Lucas offstage	From quick change area
Cathy	Help Brian w/ wig	Dressing Room		
Cathy	Fill other 2 champagne glasses	SL Prop Table		About ½ full of gingerale
Cathy	Standby for snow	US of Windows	Ira: "... We just lived through history."	
Cathy	Snow		Carol: "I'm going to miss speaking to fuck."	Through the end of the show; the quieter and smoother the better

Postshow

Jeremy	Turn off aisle lights; Turn ON house lights		ASAP after audience clears	
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Cathy	Turn off blue lights; Turn ON Work Lights		ASAP after audience clears	
Cathy	Restore Cigar to Foil in Freezer			From SL Prop Table to Green Rm Freezer (Eric sometimes does this); Can also be done at intermission if time
Cathy/Jeremy	Dump half-eaten food			
Jeremy	Reset Green Wall Panel			
Cathy	Track Coffee Maker to Kitchen to drain			ASAP after audience clears
Cathy	Track Vodka/Glass & Champagne Glass to Kitchen			Vodka/Glass on lockers USL; Champagne glass on floor under fire extinguisher in office hallway USL
Cathy	Sweep up Snow	US of windows		Return snow to trash bag by window
Cathy	Track all dishes to kitchen for Jeremy to wash			<u>Don't forget the ones on the filing cabinet</u>
Jeremy	Wash Coffee Maker			
Jeremy	Empty & Wash all Glassware			
Cathy	Restore Perishables to Fridge	Lobby Closet		Pound cake, Danish
Cathy	Empty & reset ashtrays			
Cathy	Track Costumes to Dressing Room	From Coat Rack		3 Hats, Ira's scarves, Ira's coat
Jeremy	Paint Wall Panel	US of windows		Pink, very heavy on the paint
Cathy	Reset Red Boa, Silk Robe, and Blue Net Skirt	SL Prop Table		Reset on Costume Tree (may not always track offstage) <u>Robe needs to be on front hook!</u> Boa on SR hook
Cathy	Reset SL Prop & Preset Tables			
Cathy/Jeremy	Reset for Top of Show as much as possible			Reset office desk, conference table, costume tree, magazines & newspapers, sharpen pencils
Cathy	Set fresh typewritten paper in Typewriter			NEW every run
Cathy	Hang up Costumes in Dressing Room & Reset Dressing Room Props			Hats in case; Scarves on Ira's dressing station; Val's Glasses in coat pocket; Retrieve Ira's pills, Brian's mirror/note, Val's memo pad from pockets
Jeremy	Turn ON Ice Machine			
	Turn OFF Monitor	Green Room		Before Booth Shut Down
	Shut down booth			Order: Light Board & Monitor, Computer, Lower Power Strip, Upper Power Strip
	Put Dish Towels in Laundry			After Sunday Show
	Empty Booth Trash			After Sunday Show
	Turn OUT lights / LOCK doors			Last Thing