



MARBLEHEAD LITTLE THEATRE
 12 SCHOOL STREET
 MARBLEHEAD, MA 01945
 (781) 631-9697 WWW.MLTLIVE.ORG

Firehouse Theatre Closing Check List

| ✓ | System | Instructions | Location/Other Info |
|---------------------------|--|---|---|
| | A/C (Summer) | Reset to 78 degrees | Thermostat near bathrooms |
| | Heat (Winter) | Reset 55 degrees | Thermostat near bathrooms |
| | | Turn Off Ceiling Fans | Slider Switch below Thermostat |
| | Dimmers | Turn Off at electric panel | Far right panel in dressing room - lower right breaker |
| | House Lights | Turn Off ALL 3 BANKS | 3 left most switches to the left of front door of theatre or all 3 switches below the thermostat. |
| | Exterior Front Landing and Ramp Lights | Turn Off at timer. | To the left of the front house light switches. Turn off by sliding switch to left. Leave on timer setting if performance scheduled for following night. |
| | Exterior Rear Lights | Leave alone - On timer | |
| | Bathroom Lights | Turn Off | Inside of BOTH bathrooms |
| | Dressing Room lights | Turn Off Both Switches | Interior wall next to small hallway. |
| | Hall Lights and 2nd Floor Lights | Turn Off | Small 1 st floor hall, tower stairwell and any 2 nd floor lights |
| | Cover Chairs and Lightboard | Cover ALL padded chairs with cloth | Exception - if performance scheduled for next day. |
| | Doors | Close and Lock 2 nd and 3 rd floor stairwell doors | Lock ALL 3 exterior doors |
| <i>Movies only</i> | | | |
| | Retract Screen | Rocker Switch | On wall above utility closet |
| | Turn off Projector | Press and Hold | Button on Projector - till light goes off |
| | | Turn Of Power | Switch on wall above utility closet |
| | Cover Projector | | |
| | Cover electronic equipment | | |

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