



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

Firehouse Theatre Closing Check List

| ✓ | System | Instructions | Location/Other Info |
|---------------------------|--|---|---|
| | A/C | Turn Off or reset to 78 degrees for A/C | Thermostat near bathrooms |
| | Heat | Turn Off or reset to 55 degrees for heat | Thermostat near bathrooms |
| | Dimmers | Turn Off at main electric panel | Far right panel in dressing room - lower right breaker |
| | House Lights | Turn Off three banks | 3 left most switches to the left of front door of theatre or 3 switches underneath 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 | Turn Off at rear stairwell exit door | Right hand switch at the back door in the stairwell. |
| | Bathroom Lights | Turn Off | Inside of bathrooms |
| | Dressing Room lights | Turn Off | Interior wall next to small hallway. Also unplug all clip lights. |
| | 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 | | |
| | Turn off Projector | | |
| | Cover Projector | | |
| | Cover electronic equipment | | |
| | Turn off power strip | | |

Checked by: _____

Date: _____