



MARBLEHEAD LITTLE THEATRE
 12 SCHOOL STREET
 MARBLEHEAD, MA 01945
 (781) 631-9697
 WWW.MTLIVE.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 ALL THREE BANK	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	Leave alone - On timer	
	Bathroom Lights	Turn Off	Inside of BOTH 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		

Checked by: _____

Date: _____