



# ALPHASHOWS

## END OF TOUR CHECKLIST

As we wrap up another Alpha Shows tour, it's time to get familiar with End of Tour and Bump-Out procedure.

All cast members are required to Bump-Out the tour. Please read this list ahead of your final show as the checklist starts before bump-out.

The accommodation checklist is to be completed in your time before end of tour. Alpha is happy to provide the courtesy of a space for rehearsal, downtime, rest, refreshment and meals.

Thank you for respecting the space by completing this checklist. Please take care of your personal spaces and delegate the tasks in common areas as a team.

## Personal Accommodation Cleaning

- Wipe down/sanitize all bathroom surfaces
- Replace toilet paper
- Wipe down/sanitize kitchen and living room surfaces
- Wash dishes and put away
- Vacuum all areas
- Strip bed- gather linen, bedding and towels at the end of each bed
- Remove personal items
- Clean appliances
- Empty trash and bins
- Remove food from kitchen and fridge

## Bump-Out/Final Show Day

All cast members are scheduled to work 60 min Bump-Out after the final show of the tour at Alpha HQ.

### Set, Costumes, Props

#### AT FINAL VENUE:

- Sword / wig care to be done at last venue
- Washable costumes put in washing bag
- Non-washable costumes separated
- Remove personal items from and clean costume boxes
- Note any costumes/props/set/tech needing repair for Costume & Stage team

#### AT ALPHA HQ:

Treat bump-out at HQ like a venue bump-in:

- Unload trailer and set up tech on stage as if for a show
- Return show specific set pieces to designated storage areas
- Return swords/belts/shoes/leather costume items to prop room/ dressing room, ensure they are oiled and cared for appropriately
- Return empty costume boxes to dressing room
- Put costume repairs in costume sewing room
- Leave washing bag out in laundry area
- Non-washable costumes returned to costume storage room

- Props returned to dressing room, batteries removed from mirrors and stored in same
- All Alpha Shows Uniform items placed in washing (if dirty) or uniform shelf (if clean) - does not apply to any personalized jacket, that is yours to keep
- Delete all copies of your script & backing tracks from all your devices, return any printed copies
- Name tags are to be returned, lanyards left on workbench in office area ready for future tours

## **Van/Trailer**

- Remove personal items from van/trailer
- Van/trailer should be clear of trash and ready for service
- Park empty trailer/van in Alpha assigned parking spots with trailer attached ready to take to service
- Note any issues/maintenance cast and driver have noticed that might need specific attention (take pictures)
- Secure all touring equipment and company property at Alpha HQ
- Return van/trailer keys, venue keys, credit card, iPad, folder, etc. before leaving

If you are concerned with accountability, please take your own pictures of bump-out, or assign one cast member to take pictures to send on slack to confirm bump-out checklist complete for all management and production team.

Please do not take any company property home with you. If you have any company property at your home, please have it returned by bump-out

Thank you for your amazing contribution to Alpha Shows!