

MOVE IN CHECK LIST

PRODUCTION: _____ MOVE IN DATE: _____

Audi Inspection Date: _____ Who: _____

Audi keys going to: _____

Set DECONSTRUCTION Date/ Time: _____ Team Lead: _____

Truck Rental:

Reserve and Pay Date: _____ Who: _____

Pick up date and time: _____ Driver: _____

Additional Vehicles Needed: _____ When: _____

Purpose: _____ Who: _____

Truck Load Date: _____ Team Lead: _____ Others: _____

Sound Equipment: key required for storage room

Person responsible to pull _____

How to Transport: _____

LAVS: Total needed: _____ # CPC: _____ Other: _____

Batteries: purchase backups? _____ If needed, who: _____

Lighting Equipment: key required for storage room

Person responsible: _____ Date to move: _____

Bring LIGHT UP ROPING for backstage wall lighting. Our LED blue bulbs are in the light equipment cage in Audi basement.

Costumes Transfer:

Date : _____ Team Lead: _____

Dressing Room assignment @ Audi : _____

Props Transfer:

Date : _____ Method: _____ Team Lead: _____

Make up Transfer:

Date: _____ Method: _____ Team Lead: _____

Additional items to bring:

____ Tool box ____ Sandbags

ADDITIONAL ACTION ITEMS/REQUESTS :