

Take It To The Limit
Winter Cabaret 2 | 2023-2024 Season
Paperwork Sample Package

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Role on Show:

As Stage Manager I am responsible for calling the show as well as sound and instrumental maintenance throughout the run of the show. I am the sole crew member at each performance. Additionally, in rehearsals I mixed the show within our studio setting for our invited audiences.

Take It To The Limit Stage Management Run Sheet

Preshow

Pg	Action	From	To	When	Who	Notes
1	Unlock: Studios and Front Door	Studio C Cabinet	Front Door/Studios	SM Arrival	Sam	Code to the box in the Studio C cabinet is 1-2-3-9
1	Refill: Britta Filter	Studio Lobby	Dressing Rooms	SM Arrival	Sam	Use the pitchers and refill pitchers. The filter should always be covered with water.
1	Unplug: Ghost Light	Goldstien Stage	Studio Lobby	When Getting to the stage	Sam	Put next to the mini fridge unit. Do not block path to Studio B.
1	Sweep/Mop Stage	Music Room Storage	Goldstien Stage	Come down with the mop/broom after placing Ghost Light Upstairs	Sam	Note: Only done on show #1 of a two show day. Mopping only occurs on Tues, Thurs, and Sat due to the stage squeeking
1	Turn On: Lighting Computer and Scroller Power	Booth	*	After Sweep/Mop	Sam	Nomad Password: 1-2-4-1
1	Turn On: Sound Computer and Board	Booth	*	After Sweep/Mop	Sam	Password: sfx
1	Turn On: Amp Rack	Booth	*	After Sweep/Mop	Sam	All Amps turn on with one switch
1	Turn On: Drummer Monitor and Keys Monitor	Drum Platform and Keys Station	*	Post Amp Rack being turned on and booted	Sam	Must go after amps are on. Last Sound item on and first off.
1	Put Batteries into Microphones and Guitar Packs	Black Step - Infront of Drums	Stage	After All Boards/Monitors are on	Sam	Mic Packs: Ken's E GTR, Joe's E GTR, Hannah's A GTR, Sarah's A GTR, Joe's A GTR, E Bass, Alt Tuned A GTR, Backup E GTR. Wireless Vox Mics: Hannah (Yellow), Joe (Blue), Sarah (Purple), Ken (Grey), and Backup (No Tape Color)
1	Speaker and Lx Check	Stage/House	*		Sam	SQ ST (Alternates between SRs 1 and 90) and Lx 0.5 thru 0.8
1	Set: Microphones	<i>See Notes</i>		Post Speaker Check	Sam	Piano: Hannah (Yellow), DSR: Joe (Blue), Center: Sarah (Purple), DSL: Ken (Silver), Landing: Backup Mic
1	Check Guitar Placements	<i>Goldstien Stage</i>		After Setting Vocal Mics	Sam	US Piano Going Down: Empty Stand (Hannahs), Empty Stand (Sarahs), and E GTR (most DS in the line). Facing the audience: Big Yellow Taxi Guitar (labeled as Alt A). USR: Electric Bass, Infront of Drum Platform: Joes A GTR, USL: Empty Stand for Kens Electric and Banjo (Banjo is the most SL instrument). On The landing: Sunburst Electric (used as the backup).
1	Mic Check	<i>Goldstien Stage</i>		Post Setting Mics	Sam	Strum Each Instrument to see if it works. Then check all vocal mics with a check 1-2-1-2.
1	Check Piano Pockets: Egg Shaker and 2x Kazoo's, 1x Kazoo on the Drum Platform	Piano	Pockets	After Microphones are in place	Sam	
1	Check Band Platform Set Up	Band Platform	*	Post Checking Piano	Sam	US Wall Next to Music Stand: Washboard and Pick, Sub Woofer: Egg Shaker, Drum Sticks, Tamborine, and Small Black Cowbell, On Snare: Hot Rods, Snare Pocket: Drum Sticks and Green Mallets
1	Refill/Set: Water Bottles	Goldstien		5 Minutes till house opens	Sam	
1	Take: Hannah's Guitar (Small Brown), Sarah's (Light Colored Taylor), and Kens Guitar Pack to dressing rooms.	Goldstien Stage	Dressing Rooms	5 Minutes till house opens	Sam	

Act I

Pg	Action	From	To	Cue	Who	Notes
1	Set: Filtered Water Pitcher in HM Vestibule	Studio Lobby	HM Vestibule	Coming down with cast for tuning call (5 Minutes until the show starts)	Sam	

1	Thumb up to Ken to start show	Booth	Ken	Post Curtian Speech + Fire SQ 40	Sam	
N/A	Text: HM 5 minutes until intermission	*	*	Top of <i>Lay Lady Lay</i>	Sam	
Intermission						
Pg	Action	From	To	Cue	Who	Notes
Int.	Move Vocal Mics: Sarah's Purple Mic (From Piano to USR), Hannah's Yellow Mic (USR to DSL), Kens Silver Mic (DSL to Center)	See Move Instructions		Top of Intermission	Sam	I suggest starting with Hannah's Mic and then going US as you go.
Int.	Move: Big Yellow Taxi Guitar	Backup Acoustic Stand	Landing Stand w/Back Up Mic	After Vocal Mics are in place	Sam	
Int.	Move: Sarah's Guitar	Side of Piano	Stand Facing Audience	After BYT Guitar is moved	Sam	
Int.	Move: Hannah's Guitar	USL Stand	Backup Acoustic Stand	With or after moving Sarahs GTR	Sam	
Int.	Refill: All Water Bottles	Pitcher	Stage	After All Guitar Moves Have Happened	Sam	Ken's is on the landing, Sarah and Hannahs US of Piano, Joes on the band platofrm, and Tony's on the sub
Int.	Take Down: Electric Bass	Studio Lobby	E. Bass Stand	After Waterbottles have happened	Sam	
Int.	Refill: Pitcher	Goldstien	Studio Lobby	During 5 min call	Sam	
Act II						
Pg	Action	From	To	Cue	Who	Notes
39	Text: HM 5 Mins. Till End Of Show			Middle of <i>Peaceful Easy Feeling</i>	Sam	Complete for every show besides 9pm performances. The Resteraunt Manager will close the space for the 9pm as the HM leaves at top of A2.
Post Show						
Pg	Action	From	To	Cue	Who	Notes
Post	Take Out Batteries: Microphones and Guitar Packs	Stage	Booth	After the first form of the music	Sam	Soft Charge
Post	Voltage Check: Guitar Battery	Booth		After House is Cleared	Sam	Everyday: Sarah and E Bass. Every Tuesday: All Guitars, Thursdays: All Electric Instruments, Saturdays: Acoustic Instruments.
Post	Lx Check	Booth	Stage	Post Patrons Leaving	Sam	
Post	Turn Off: Lighting and Sound Equipment	Booth		Post Patrons Leaving	Sam	
Post	Plug In: Ghost Light	Studio Lobby	Stage	Before report	Sam	
Post	Hand Wash: Hannah's Red Dress, Sarah's Sparkle Tights, and Sarah's Skirt	Womens Dressing Room		After Ghost Light is plugged in	Sam	
Post	Sanatize/Lysol: All Shoes	Dressing Rooms		While handwashing is starting to dry	Sam	
Post	Sanatize Surfaces: Tonys Dress Room (Music Room), Dressing Room Counters, Studio Lobby Counters, Door Kobs, and Crash Bar	Dressing Rooms and Studio Lobby		After Shoes	Sam	
Post	Vaccum All Rugs in Studio Lobby	Studio Lobby		After Surface Santization	Sam	
Post	Lock: All Studios and Studio Lobby (3rd floor) doors	Studio Lobby		After Vaccumming		Only Complete on 2nd show of a double
Post	Do Report/Checklists	Keating SM Office		After All Cleaning Tasks in Studio Lobby Are completed		
Post	Check In: Resteraunt Management	Goldstien		Last Task in Goldstien	Sam	
Post	Take Out Trash and Recycling	Studio Lobby	Dumpsters	End of Night	Sam	
As of 2.21.24						

Take It to The Limit
Rehearsal Studio Sound Cheat Sheet

Instrument	Group	Chan	Board #	Board Short	Notes
BYT A GTR	DI	DI	1	BYT	
Joe's A GTR	DI	DI	2	Joe	
E. Bass	1	3	3	Bass	
Ken's E.GTR	3	6	4	Ken	
FST E.GTR	6	12	5	B EGTR	
Hannah's A. GTR	4	3	6	Hannah	
Sarah's A. GTR	3	2	7	Sarah	
Keys	DI	DI	8	N/A	
Mac L Send	DP	DP	9/10	N/A	Mute @ Top of Run
Mac R Send	DP	DP	11/12	N/A	Mute @ Top of Run

Set Up Instructions

1. Turn on the sound board. There is a switch on the back right.
2. Boot Up Mac Mini (Password: sfx)
3. Plug in speakers in row B near SM Station
4. Pull batteries off charger underneath SM desk.
5. Check packs one at a time on the electric instruments we have in the room. Make sure to check all, so that may mean you check a pack on an instrument it's not assigned to for the show.

Shutdown Instructions

1. Make sure you get all the packs back from the actors. They have packs on all of their own personal acoustic guitars.
2. Take out batteries and put on charger underneath SM desk.
3. Unplug the speakers from row B near the SM station.
4. Test Mac send and then power off the mac mini.
5. Shut Down the board.
6. Unplug DI and coil cable to be near the SM desk.
7. All guitars and percussion instruments in the music room if another group is in the space post rehearsal.

Take It To The Limit Vox and Instrumental Breakdown

As of 11.17.23	Joe - M1	Ken - M2	Sarah - W1	Hannah - W2	Tony/Jer
Act I					
Up Around The Bend	BV - Bass	Lead - E.GTR	BV/Lead - A.GTR	BV - Keys	Set
Take It Easy	Lead - Bass	BV - E.GTR	BV - A.GTR	BV/Harm. - Keys/Banjo	Set
Dialogue into Ramblin' Man	x	x	x		
Ramblin' Man	Lead - A.GTR	BV - E.GTR	BV - Piano	BV - Bass	Set and Tamborine
Dialogue into Yellow Taxi			x - Alt. A GTR		
Big Yellow Taxi	BV - Triangle and claves	BV - Shaker	Lead - Alt. Tuned A. GTR	BV - Tamborine	Bongos
Dialogue into Brand New Key	x		Keys	x - A. GTR	
Brand New Key	BV - Bass	BV - Banjuitar	BV - Keys (Suitcase)	Lead - A.GTR	Set
Dialogue into Summertime		x	x	x	
In The Summertime	BV - Bass + Kazoo	Lead - Banjuitar + Kazoo	BV - Keys + Kazoo	BV - Cabassa + Kazoo	Set and Egg Shaker
Dialogue into When Will I Be Loved	x	x		x	
When Will I Be Loved	BV - Bass	BV - E.GTR	BV - E.GTR	Lead - A.GTR	Set (Kick pattern)
Heartache Tonight	Lead - Bass	BV - E.GTR	BV - E.GTR	Harm. - A.GTR	Set
Dialogue into Rhiannon	Bass	E. GTR	E. GTR	x - Keys	
Rhiannon	BV - Bass	BV - E.GTR	Lead - E.GTR	BV - Keys	Set
Lay, Lady, Lay	Lead - Bass	BV - E.GTR	BV - E.GTR	BV - Keys (Organ Patch)	Cowbell
Dialogue into Act I Finale	x - Bass	x	Keys	E. GTR	
Take It To The Limit	BV - Bass	Lead - E.GTR	BV - Keys (Strings and Piano - split Patches)	BV - E.GTR	Set
Two Tickets To Paradise	BV - Bass	BV - E.GTR	Lead - Keys	BV - E.GTR	Set + Bongos
Up Around The Bend (Reprise)	Lead/BV - Bass	Lead/BV - E.GTR	Lead/BV - Keys	Lead/BV - E.GTR	Set
Act II					
	Joe - M1	Ken - M2	Sarah - W1	Hannah - W2	Tony/Jer
Hotel California	BV - Bass	Lead - E.GTR	BV - E.GTR + Keys (Organ)	BV - A. GTR	Set
Dialogue into Some Kind of	x	x	x		
Some Kind of Wonderful	Lead	BV - Bass	BV - Keys (Organ Patch)	BV - E.GTR	Set
Dialogue into Bobby McGee			x - A.GTR		
Me and Bobby McGee	Keys (Organ Patch)	Bass	Lead - A.GTR	E. GTR	Set
Dialogue into Southern Nights	x	x	x		
Southern Nights	BV - Bass	Lead - Banjo	BV - Keys	BV - E.GTR	Set
Dialogue into Lay Down Sally	x	x	E. GTR	x - E.GTR	
Lay Down Sally	Lead - Bass	BV - Keys (Suitcase)	BV - E.GTR	BV - E.GTR	Set (Snare heavy)
Dialogue into Lights of GA			Keys	x - E. GTR	
The Nights The Light Went Out in GA	BV - Bass	BV - E. GTR	BV - Keys (Pad and Piano)	Lead - E. GTR	Egg Shaker and Set
Dialogue into Lyin' Eyes	x - Bass	x - E.GTR	x - Keys		

Lyin' Eyes	Lead - A.GTR	BV - E. GTR	BV - Bass	BV - Keys + A. GTR	Set
it's a Heartache	A. GTR	Keys	BV - Bass	Lead - A.GTR	Set
You're No Good	A. GTR	Keys	Bass	Lead	Set
Ain't No Sunshine	A. GTR	Lead	Bass	Keys	Set
Dialogue into Landslide	x				
Landslide	BV - Bass	Keys (Snyth Pad)	Lead - A.GTR	Harm. - A. GTR	Set (Ride)
Love Is A Rose	BV - Bass	BV - Banjo	BV - A. GTR	Lead - A. GTR	Set and Tamborine
Peaceful Easy Feeling	Lead (split) - Bass	BV - Banjo	BV - A. GTR	Lead (Split)- A.GTR	Set and Tamborine
Dialogue into Act II Finale			x	A. GTR	
I Can see Clearly	BV - Bass	BV - E. GTR	BV - Keys (Synth)	Lead - A.GTR	Set
Forever Young	BV - Bass	Lead - E.GTR	BV - Keys	BV - A. GTR	Set
Up Around The Bend (Reprise)	Lead/BV - Bass	Lead/BV - E.GTR	Lead/BV - Keys	Lead/BV - A.GTR	Set

Take It To The Limit Show Version Tracking
Understudies Going On

Emilie Reed in for Hannah Taylor (W1 Track)

1. Simplified Bass Part to Whole Notes for *Ramblin Man*
2. No Guitar for Brand New Key. Sarah Hund will play guitar walk ups on Keys.
3. No Kazoo for *In the Summertime*. Will just play Cabassa Through.
4. Skipping *Southern Nights*.

Emilie Reed in for Sarah Hund (W2 Track)

1. Hannah Taylor will sing Me and Bobby McGee (Uses Scene #71 in board)
2. Hannah Taylor will play guitar for: *Big Yellow Taxi*, *Landslide*,
3. Emilie Reed will have an egg shaker the entire performance. She will add when underscoring is needed or the show feels empty.
4. Will sing the higher Harmony in *Hotel California*
5. Dialogue on cards stored US of the Piano

Jeremy Weinstein in for Tony Bruno (Drums)

1. *Night The Lights Went Out in Georgia* will solely be played on the set. Brush section will be played with sticks.
2. Pattern Modification for: *Opening Medley*, *Ramblin Man*, and *Forever Young*
3. Last in tuning call order instead of first

Jeremy Weinstein in for Ken Sandberg (M1 Track)

1. Uses his personal Electric instead of the Red one.
2. Uses a water bottle on both sides of the stage instead of both on SR
3. 2 Picks set in DSR stand and 1 Set in CS stand instead of on person.
4. Plays Electric Guitar instead of banjo for: Brand New Key, In the Summertime, and Southern Nights
5. "Pain is a part of life" line in dialogue going into *Landslide* is reassigned to Joe Casey.