



Covid Protocols

- Complete a lateral flow test every morning and register your result with Front Desk before entering the theatre venue.
- Wash your hands regularly.
- Do not come in if you have any covid symptoms or if you are isolating.
- Wipe down equipment before and after use.
- Adhere to the one way systems.
- Wear a face covering in all shared spaces.
- Keep 2m distance where possible.

Notes

- Full show blacks are to be worn for every performance including steel toe caps and a black face mask.
- This is the running list for the ASM book cover – in the event that Rose Dayan (DSM) is unavailable you will step up to the role of DSM.
- Every day you will receive a call from Chloe Jones (SM) via email. Please arrive with enough time to prepare and to be ready to start on your call time. The Stage Management office is currently located on the first floor in room 143.
- Each act has a different coloured spike mark; Act 1 is Blue, Act 2 is Yellow, Act 3 is Green and Act 4 is Orange.
- In the unlikely event of a fire use the CO2 fire extinguisher and assist the rest of the Stage Management team in evacuating the building.
- In addition to this running list you will also need the settings list for every act and the drinks plot.

Pre Show	
On Arrival (Hour Call)	<ul style="list-style-type: none"> • Report your daily covid test result to front desk • Scan the track and trace QR code • Ensure all the sanitising supplies are replenished (disposable face masks, hand sanitiser and antibacterial wipes) • Complete the Comms and Cue Lights check with the DSM (Rose Dayan) • Do the register for the following cast members attendance (Sonny Pilgrem, Tara Tijani, Umi Myers and Zac Nechbar-Seckel)
Half Hour Call	<ul style="list-style-type: none"> • Follow the <i>settings list</i> and preset on stage
Fifteen Minute Call	<ul style="list-style-type: none"> • Support the other ASM's in making consumables and shout checking. <i>Please use the drinks plot and settings list to complete these tasks.</i>
Beginners Call	Ensure the following cast are USR; <ul style="list-style-type: none"> • Yefima (Tara Tijani)



	<p>Ensure the following cast are DSR;</p> <ul style="list-style-type: none"> • Dunya (Alyth Ross) • Monakhov (Felix Newman) <p>Ensure the following cast are DHR;</p> <ul style="list-style-type: none"> • Dunya's Husband (Levi Brown)
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Act 1						
Time		Page	Cue	Location	Action	Notes
Act	Scene					
05:07	05:07	3	Page 3	From the corridor outside SL to Back of House Right	<ul style="list-style-type: none"> • Walk Monakhov (Felix Newman), Doctor (Isla Lee) and Pritykin (Dan Wolff), Nadiezhda (Lily Hardy), Pelageya (Kitty O'Connor), Bogayevskaya (Grace Cooper) to back of house right and ensure Bogayevskaya has her fan. 	
09:05	09:05	4	DSM "Go"	Back of House Right	<ul style="list-style-type: none"> • Open Back of House Right Door for Monakhov (Felix Newman), Doctor (Isla Lee) and Pritykin (Dan Wolff) to make noise. 	Continue to hold door open until the next cue is complete.
09:40	09:40	6	DSM "Go"	Back of House Right	<ul style="list-style-type: none"> • Cue on Monakhov (Felix Newman), Doctor (Isla Lee) and Pritykin (Dan Wolff) from back of house right. 	
10:40	10:40	7	DSM "Go"	Back of House Right	<ul style="list-style-type: none"> • Cue on Nadiezhda (Lily Hardy), Pelageya (Kitty O'Connor), Bogayevskaya (Grace Cooper) from back of house right. 	
24:26	24:26	17	Act 1 – 2 Scene Change	Start USR	<ul style="list-style-type: none"> • ENT USR and pull the pins out of the SR side of the roof flat. • Walk to DSL and strike the Frog Instrument, Kettle and Bucket. • Re-Enter USL and spot the projector screen flying in. • Tidy up the heras fencing before EX USR. 	Act 2 Spike Marks are Yellow



					<ul style="list-style-type: none"> Fold the X2 tablecloths in the SR Wing. 	
Act 2						
38:17	12:17	26	DSM "Go"	USR	<ul style="list-style-type: none"> Use the remote control to fly out the projector screen from USR. 	Tap the "UP" button once.
58:00	32:00	39	Interval Scene Change	On Stage	<ul style="list-style-type: none"> Bring on the Bar with India Mason-Mills and Kate Stockwell. Move the Sofa to the US Platform with Kate Stockwell and Emma Peace. Take the Cheese and Pineapple Hedgehog, Bowl of Iced Gems, Bowl of Party Rings and Fruit Bowl from the Running Room to the SL side of the Bar. Take the Bowl of Skips from the Running Room to the Small Table SR. Set 3 Whiskey Bottles USR on the back platform in a straight line. 	Act 3 Spike Marks are Green
Act 3						
01:13:00	00:00:00	N/A	At Beginners	SR	<p>Ensure the following cast are USR;</p> <ul style="list-style-type: none"> Ivan (Noah Marullo) Monakhov (Felix Newman) Pritykin (Dan Wolff) Doctor (Isla Lee) <p>Ensure the following cast are DSR;</p> <ul style="list-style-type: none"> Bogayevskaya (Grace Cooper) Superintendent (Jide Okunola) Nadiezhdha (Lily Hardy) Cherkoon (Conor McLeod) Dunya (Alyth Ross) 	
01:18:00	00:00:00	40	DSM "Go"	USR	<ul style="list-style-type: none"> Cue on Ivan (Noah Marullo), Pritykin (Dan Wolff) and Monakhov (Felix Newman) from USR. 	
01:20:00	00:02:00	41	Pritykin (Dan)	USR	<ul style="list-style-type: none"> Collect Pritykin (Dan Wolff) accordion from USR and store it on the table in the box. 	



			Wolff) EXT			
01:32:14	00:14:14	54	Page 54	From the corridor outside SR to Back of House Right	<ul style="list-style-type: none"> Walk Dunya’s Husband (Levi Brown) to back of house right and ensure he has his bottle. 	
01:34:57	00:16:57	56	DSM “Go”	Back of House Right	<ul style="list-style-type: none"> Cue on Dunya’s Husband (Levi Brown) from back of house right. 	
01:54:00	00:36:00	58	Act 3 – 4 Scene Change	Start USR	<ul style="list-style-type: none"> Spot the LX Bar Fly out from SR. Unplug the 2 houses SR and move them into the wing. Do general checks of other scene change items eg clip lights, microphones, trees and props. 	Act 4 Spike Marks are Orange
Act 4						
01:56:20	00:00:20	59	Top of Act 4	SR Wing	<ul style="list-style-type: none"> Spot Tsyganov (Zac Nechbar-Seckel) smoking the cigarette. 	
01:58:20	00:02:20	60	Once the cigarette is out	Wings	<ul style="list-style-type: none"> Collect all the glasses and bottles from the SL and SR wing and return them to the running room. 	

Post-Show	
<ul style="list-style-type: none"> Collect props and return to designated props tables Sanitise all props and furniture Report any notes back to the DSM (Rose Dayan) and the SM (Chloe Jones) 	