

Load-Out & Strike Checklist

Production _____ Venue _____ Strike date _____

Call time _____ Crew head _____ Done by _____

Task	Who	Done
Before strike		
Safety briefing held; PPE and gloves available		
Power to scenery and practicals isolated		
Fly system: who is on the rail confirmed		
Tools and carts staged; truck / storage booked		
Scenery		
Masking and soft goods struck and folded		
Flown pieces brought in and unloaded safely		
Platforms and units disassembled; hardware bagged		
Spike tape and glow tape removed from deck		
Props & costumes		
Props checked against prop list; borrowed items labeled for return		
Consumables disposed of		
Costumes collected, laundered or bagged; rentals returned		
Dressing rooms cleared of personal items		
Lights, sound & video		
Show-specific lights refocused / restored to rep plot		
Gels, gobos and specials removed		
Mics, packs and batteries collected and counted		
Show files backed up		
Venue & paperwork		
Stage swept and mopped; rubbish removed		
Venue walk-through with house / TD		
Lost-and-found collected		
Prompt book archived; final report sent		