

ABBOTSFORD ARTS CENTRE BUILDING CHECKLIST

This form is designed for the protection of the presenter and the theatre. To avoid unpleasant surprises have a representative accompany the theatre technician on a walk-through of the premises to verify exit condition and determine if additional clean-up charges will be levied.

A tick mark indicates acceptable condition and exceptions should be noted in the space provided or on the reverse. Use the first column for the before walkthrough and the second the final walkthrough.

LOBBY/HALLS		
Signage	_____	_____
Floor	_____	_____
Display Boards	_____	_____
Vending Area	_____	_____
Carpet	_____	_____
Black Marks	_____	_____
Pictures	_____	_____

GREEN ROOM		
Signage	_____	_____
Floor	_____	_____
Area Tidy	_____	_____
Classroom restored	_____	_____
4 - 8 ft tables	_____	_____
2 - 6 ft tables	_____	_____
30 blue chairs	_____	_____

	DRESSING ROOMS			
	#1	#2	#1	#2
Signage	_____	_____	_____	_____
Floor	_____	_____	_____	_____
Counters	_____	_____	_____	_____
Make-up	_____	_____	_____	_____
Hangers	_____	_____	_____	_____
Walls	_____	_____	_____	_____

LOADING BAY		
Floor	_____	_____
Clean	_____	_____
Clear	_____	_____

STAGE		
Signage	_____	_____
Floor clean	_____	_____
Props removed	_____	_____
Set removed	_____	_____
Grand Piano used	_____	_____
Gouges or paint marks	_____	_____
Curtain damage	_____	_____
Hay/Glitter/Confetti used	_____	_____
Spike marks removed	_____	_____

If props or sets are to be picked up at a later time, please indicate time _____
 contact person and phone number _____

PUBLIC WASHROOMS		
Up	_____	_____
Down	_____	_____

AUDITORIUM		Damaged Seats -- Number and Description
Signage	_____	_____
Beverage Spills	_____	_____
Clean	_____	_____

Lost and found items **turned in / kept by group** (please list) _____

Notes and exceptions _____

I have reviewed the above and agree with the assessment of building condition or have noted and initialed items in disagreement.

Group _____ Print Name _____

Signature _____

Date _____ Time _____ Technician on duty _____