

Run Sheet

Deck the Hall: Fall 2023

Director: Michael August
Stage Manager: Brooke Dengler

Meng Concert Hall
Version 2: December 9th, 2023

ACT / SCENE	WHO	WHERE	WHAT	CUE	NOTES
PRESHOW DUTIES					
Upon Arrival	Cody & Julissa	CPAC 170 Jodi Dressing Room Mr/Mrs Claus Dressing Room Emilio Changing Room Meng Concert Hall Backstage Doors	UNLOCK Venue, Dressing Rooms & Rehearsal Space		
		Backstage	Turn ON Backstage Monitors		
	Lizbeth Sandoval	Second Floor House	Turn ON Projector		
		Second Floor House	Double Check Loft Candles are ON		
		Second Floor Lobby	Turn ON Lobby Lights Upstairs		
		Onstage	Nutcracker Lights ON		
	Julia Chubb & Trent Bauldry	Lobby	SET UP Deck the Hall Poster / Stand in Lobby		
		Lobby	SET UP Santa's Chair in Lobby		
		Meng Concert Hall (Onstage & In House)	ALL Candles Turned ON - Do Not Move Position		Please be careful about moving the candles. Make sure they are where you found them, neat and straight. ALL TIPS POINT HOUSE LEFT!
		Onstage	Check All Stand Lights - Should be ON		Put hand under light to ensure that they are all ON.
	Chidera Obi	Backstage (SR Wing)	Santa Wrangler: Prep Two Chairs Back SR for the Clauses		
		Backstage / Meng Dressing Rooms	Santa Wrangler: Ensure Dressing Room is prepped and Candy Canes are refilled.		
		Santa Dressing Room	Santa Wrangler: Ensure Diamond Necklace is preset in Santa's Pocket		
	Cody Kleinhans	Backstage	Jazz Mics Prepped		Check with Will or Jeff to ensure Jazz mics are prepped on SL.
		Backstage	Handheld Candles in Basket with Batteries Inside		Should be placed backstage SL near entrance door.
Julissa Tucker	Back SR Wing → Onstage (Maestro's Stand DSC)	Ensure Scores are in Correct Order, Should be Placed ONSTAGE		Double check with Dr. Istad for preferences (Does he want the first score open? Closed?)	
	Meng Concert Hall (Onstage & In House)	Final Check for Detail: Candles are straightened, poinsetta flowers are even, decor is tidy.		You will be my detail manager. Before house opens, please ensure all decor details are tidy and neat for the audience.	
At Crew Call Time		Callboard	Highlight Late Crew Members' Names at Crew Call Time		This is in case of emergency and I need to know where people are located. Thank you!
PRESHOW DUTIES - CLOSING NIGHT ONLY					
Upon Arrival	Cody Kleinhans, Julia Chubb & Trent Bauldry	Second Floor Lobby	ADD 5 Chairs & 5 Stands for Brass Band		
ALLELUIA, CENITE GAUDETE - Robert Istad (Full Company)					

Run Sheet

Deck the Hall: Fall 2023

Director: Michael August
Stage Manager: Brooke Dengler

Meng Concert Hall
Version 2: December 9th, 2023

ACT / SCENE	WHO	WHERE	WHAT	CUE	NOTES
Alleluia	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Robert Istad ENTRANCE	After tuning notes (4) lights will change	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
		Door 1: SR Wing	OPEN SR Door for musician swap	During Alleluia Applause	
TALKING: WELCOME - Robert Istad (Full Company)					
Talking: Welcome	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Kim Nason ENTRANCE & Robert Istad EXIT	Towards the End of Welcome Speech	
O COME, ALL YE FAITHFUL (SING-A-LONG) - Kim Nason (Full Company)					
O Come, All Ye Faithful	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for musician swap	End of "O Come, All Ye Faithful"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
WHEN THE SONG OF ANGELS IS STILLED - Kim Nason (Titan Voices)					
When the Song of Angels is Stilled	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Kim Nason EXIT & Robert Istad ENTRANCE	When Loft Choir SITS	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
A VISIT FROM THE ANGEL (FROM MESSIAH) - Robert Istad (CC / US / Orchestra)					
A Visit from the Angel	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Joni Prado EXIT & Musician Swap	Joni Prado BOWS at End of "A Visit From the Angel"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
GLORIA - Robert Istad (University Singers)					
Gloria	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Robert Istad EXIT & Chris Peterson ENTRANCE	End of "Gloria"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
WE THREE KINGS - Chris Peterson (CC / US / Jazz Ensemble)					
We Three Kings	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for musician swap	End of "We Three Kings"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
TOMORROW SHALL BE MY DANCING DAY - Chris Peterson (Concert Choir)					
Tomorrow Shall Be My Dancing Day	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Chris Peterson EXIT & Kimo Furumoto ENTRANCE	End of "Tomorrow Shall Be My Dancing Day"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
O LITTLE TOWN OF BETHLEHEM - Kimo Furumoto (CC / US / Orchestra)					

Run Sheet

Deck the Hall: Fall 2023

Director: Michael August
Stage Manager: Brooke Dengler

Meng Concert Hall
Version 2: December 9th, 2023

ACT / SCENE	WHO	WHERE	WHAT	CUE	NOTES
O Little Town of Bethlehem	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for musician swap & Joni Prado's ENTRANCE	End of "O Little Town of Bethlehem"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
A WORLD OF JOY - Kimo Furumoto (Full Company) & Soloist Joni Prado					
A World of Joy	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Joni EXIT during song	Visual: Joni Begins to EXIT	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
		Door 1: SR Wing	OPEN SR Door for Joni ENTRANCE during song	Choir Stops & Big Tom Drum Solo Begins	
		Door 1: SR Wing	OPEN SR Door for Full Company EXIT, CLOSE Door Upon Stage Clear	End of Piece	
	Trent Bauldry & Cody Kleinhans	Door 2: SL Wing	OPEN SL Door for Full Company EXIT, CLOSE Door Upon Stage Clear	End of Piece	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
INTERMISSION DUTIES (20 MINUTES)					
Intermission	ALL	Backstage	Get Water, Run to the Bathroom if you need it, take care of yourself!	Once SM Has Cleared you on Comms	Arrive back 5m before Top of Act II
TOP OF ACT II					
Intermission	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Musician ENTRANCE	5-10 Mins or So Before Intermission Ends (When Musicians are Ready)	Keep a look out for Concert Master & let SM know location at PLACES
	Trent Bauldry & Cody Kleinhans	Door 2: SL Wing	OPEN SL Door for Musician ENTRANCE	5-10 Mins or So Before Intermission Ends (When Musicians are Ready)	
5 Mins to Top of Act II	Julissa Tucker & Cody Kleinhans	Backstage	CALL PLACES at 5 Mins to Top of Act II	5 Mins to Top of Act II	
Top of Act II	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Full Company ENTRANCE	The choir will enter separately from the musicians	
	Trent Bauldry & Cody Kleinhans	Door 2: SL Wing	OPEN SL Door for Full Company ENTRANCE		
	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for ALL Conductors ENTRANCE	When House Lights go OUT & LIGHTS 75 is Called	Sock Skit
		Door 1: SR Wing	OPEN SR Door for Istad, Peterson, Nason EXIT	Moments after they all ENTER, be prepared to reopen the door. The sock skit is very brief.	End of Sock Skit. Kimo Furumoto should remain Onstage.

Run Sheet

Deck the Hall: Fall 2023

Director: Michael August
Stage Manager: Brooke Dengler

Meng Concert Hall
Version 2: December 9th, 2023

ACT / SCENE	WHO	WHERE	WHAT	CUE	NOTES
CAROL OF THE BELLS - Kimo Furumoto (Full Company)					
Carol of the Bells	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Musician Swap & Jazz Singer EXIT	End of "Carol of the Bells"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
		Backstage Right Wing	Ensure Jazz Choir is Lined Up Backstage Right with Handheld Mics	End of Piece/Beginning of Dance of the Floreadores	
DANCE OF THE FLOREADORES (WALTZ OF THE FLOWERS) NUTCRACKER SUITE - Kimo Furumoto (Orchestra)					
Dance of the Floreadores	Chidera Obi	Backstage / Meng Dressing Rooms	Santa Wrangler: Check in with Mr. & Mrs. Claus	Top of Song	Let them know where we are in the show. When they are ready, bring them to lobby to prep for entrance. Don't forget those candy canes!
	Julia Chubb & Julissa Tucker Cody Kleinhans & Trent Bauldry	Door 1: SR Wing	OPEN SR Door for Kimo Furumoto EXIT & Jazz Singers ENTRANCE	End of "Dance of the Floreadores" After Applause	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
		Door 1: SR Wing & Door 2: SL Wing	CATCH & HANDOFF Jazz Mics 1 & 2 to Kimo Furumoto & Chris Peterson	Jazz Choir EXIT	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
HAVE YOURSELF A MERRY LITTLE CHRISTMAS - No Conductor (Jazz Singers)					
Have Yourself a Merry Little Christmas	Chidera Obi	Meng Lobby	Santa Wrangler: Ensure Mr. & Mrs. Claus are IN POSITION - Confirm with SM	During "Have Yourself a Merry Little Christmas"	Don't forget those candy canes!
	Trent Bauldry & Julia Chubb	ONSTAGE: SR and SL	CATCH Jazz Mics SR and SL with Carpeted Boxes	After "Have Yourself a Merry Little Christmas"	Singers moving to far SR and far SL to drop off mics, then joining risers USC
		SR Wing	OPEN SR Door for Jazz Singers EXIT & Kim Nason ENTRANCE		Always Open Doors Swiftly without Stopping Do not open door past halfway mark
SANTA CLAUS IS COMIN' TO TOWN - Kim Nason (CC / US / Orchestra)					
Santa Claus is Comin' to Town	Chidera Obi	Meng Lobby	Santa Wrangler: Mr. and Mrs. Claus enter during this song. Ensure they have everything they need, such as the Candy Cane basket & the Diamond Necklace .	Entrance during song	Don't forget those candy canes!
		Back SR Wing	Santa Wrangler: Once the Clauses have entered, make your way to Backstage SR Wing. Attend to their needs upon their exit (after Skit) Also: CATCH Diamond Necklace	After Mr. & Mrs. Claus Enter	At some point, Mr. & Mrs. Claus may make their way back to the dressing rooms to prep for post show. If they do so, please make sure to check in with them two songs before the END of SHOW to ensure they make their way to the lobby. Don't forget those candy canes!
	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Conductor Entrance	SANTA Reaches DSL Staircase	For Santa Skit
TALKING: SANTA SKIT - Kim Nason, Joined by Mr. & Mrs. Claus (CC / US / Orchestra)					

Run Sheet

Deck the Hall: Fall 2023

Director: Michael August
Stage Manager: Brooke Dengler

Meng Concert Hall
Version 2: December 9th, 2023

ACT / SCENE	WHO	WHERE	WHAT	CUE	NOTES
Talking: Santa Skit	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Conductor & Santa Claus EXIT	End of Skit: Conductors begin to EXIT	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
MISTLETOE AND HOLLY - Chris Peterson (Singing Titans)					
Mistletoe and Holly	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Musician Swap	End of "Mistletoe and Holly"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
WHITE CHRISTMAS - Chris Peterson (CC / US / Orchestra)					
White Christmas	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Chris Peterson EXIT & Kimo Furumoto ENTRANCE	Chris Peterson begins to EXIT	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
HANUKKAH FESTIVAL OVERTURE - Kimo Furumoto (Orchestra)					
Hanukkah Festival	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Kimo Furumoto EXIT & Robert Istad ENTRANCE	Kimo Furumoto begins to EXIT	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
SILENT NIGHT - Robert Istad (CC / US / Orchestra)					
Silent Night	Chidera Obi	SR Wing	Santa Wrangler: Ensure Mr. & Mrs. Claus are SET for ENTRANCE During Next Song on SR	During "Silent Night"	
	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for Soloist's ENTRANCE	Robert Istad begins to SPEAK after song	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
A CHRISTMAS GARLAND - Robert Istad (Full Company)					
A Christmas Garland	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for the Clauses	During Song Crescendo	
	Chidera Obi	SR Wing	Santa Wrangler: Ensure Mr. & Mrs. Claus ENTER during song's crescendo	During "A Christmas Garland"	
	Julia Chubb & Julissa Tucker	Door 1: SR Wing	OPEN SR Door for the Clauses	As Santa & Mrs. Claus begin EXIT	
	Chidera Obi	Backstage / Meng Dressing Rooms	Santa Wrangler: Assist them in making their way to the lobby for a post-show meet and greet after finale stage appearance.	After Santa & Mrs. Claus EXIT Stage Right	Don't forget those candy canes!
ENCORE / HALLELUIA CHORUS - Robert Istad (Full Company)					

Run Sheet

Deck the Hall: Fall 2023

Director: Michael August
Stage Manager: Brooke Dengler

Meng Concert Hall
Version 2: December 9th, 2023

ACT / SCENE	WHO	WHERE	WHAT	CUE	NOTES
Halleluia Chorus	Chidera Obi	Lobby	Santa Wrangler: Check in with the Clauses to ensure they are in the lobby with the candy canes. Update SM via Comm	During "Halleluia Chorus"	
	Julia Chubb & Julissa Tucker	Door 1: SR Wing	Open SR Door for Company EXIT	End of "Halleluia Chorus"	Always Open Doors Swiftly without Stopping Do not open door past halfway mark
	Trent Bauldry & Cody Kleinhans	Door 2: SL Wing	Open SL Door for Company EXIT		Always Open Doors Swiftly without Stopping Do not open door past halfway mark
POST SHOW DUTIES					
Post Show	Cody & Julissa	CPAC 170 Jodi Dressing Room Mr/Mrs Claus Dressing Room Emilio Changing Room Meng Concert Hall Backstage Doors	LOCK Venue, Dressing Rooms & Rehearsal Space	Stage Manager & ASMs will alert crew when House is CLEAR	
		Backstage	Turn ON Backstage Monitors		
	Lizbeth Sandoval	Second Floor House	Turn ON Projector		
		Second Floor House	Double Check Loft Candles are ON		
		Second Floor Lobby	Turn ON Lobby Lights Upstairs		
	Julia Chubb & Trent Bauldry	Lobby	REMOVE Deck the Hall Poster / Stand in Lobby		Please be careful about moving the candles. Make sure they are where you found them, neat and straight. ALL TIPS POINT HOUSE LEFT!
		Lobby	REMOVE Santa's Chair in Lobby		
		Meng Concert Hall (Onstage & In House)	ALL Candles Turned OFF - Do Not Move Position		Santa's Chair may not stay in the lobby overnight.
		Onstage	Check All Stand Lights - Should be OFF		Put hand under light to ensure that they are all OFF.
	Julissa Tucker	Onstage (Maestro's Stand DSC) → Back SR Wing	Ensure Scores are returned BACKSTAGE		Does someone take these home? Or to another location?
	Cody Kleinhans	Backstage	Jazz Mics returned to Will or Jeff		Stored in audio closet backstage. Always check with sound team before moving equipment.
		Backstage	Return all Handheld Candles to backstage and ensure they are OFF		Keep in basket on ASM table.
STRIKE DUTIES					
	Lizbeth Sandoval, Julissa Tucker & Cody Kleinhans	Onstage to Backstage	REMOVE all Electrical Wiring from Stage		Watch Demo for how to wrap wire / Refer to Cody K.
		Onstage to Backstage	REMOVE all Stand Lights from Stage		Watch Demo for how to wrap wire / Refer to Cody K.
		Onstage / House to Backstage	Collect all Onstage & House Candles & REMOVE Batteries		Batteries to be placed in long wooden box - provided by audio

Run Sheet

Deck the Hall: Fall 2023

Director: Michael August
Stage Manager: Brooke Dengler

Meng Concert Hall
Version 2: December 9th, 2023

ACT / SCENE	WHO	WHERE	WHAT	CUE	NOTES
Post Show In Addition to Post Show Duties	Julia Chubb & Trent Bauldry	Onstage to Backstage	REMOVE Poinsettia Bouquets from Stage, Collect onto Cart	Stage Manager & ASMs will alert crew when House is CLEAR	
		Backstage	REMOVE Batteries from all Handheld Candles		Batteries to be placed in long wooden box - provided by audio
		Lobby	REMOVE Deck the Hall Poster / Stand in Lobby		
		Lobby	REMOVE Santa's Chair		
	Cody & Julissa	CPAC 170 Jodi Dressing Room Mr/Mrs Claus Dressing Room Emilio Changing Room Meng Concert Hall Backstage Doors	UNLOCK Venue, Dressing Rooms & Rehearsal Space		