



Sargent Conservatory of Theatre Arts

# SEMINAR

## RUN SHEET

As of: 11/16/22

Who	Pg #	Cue	Action	Where	Notes
<b>PRE-SHOW</b>					
DECK CREW	Preset		<b>WIPE</b> Down Glass	On-Stage	Coffee table, SR/SL End tables, Glass set dressing
DECK CREW			<b>SWEEP</b> Stage	On-Stage	
DECK CREW			<b>MOP</b> Stage	On-Stage	
ASMs			<b>CHARGE</b> Glowtape	On-Stage	
ASMs			<b>PRESET On-Stage</b> Props	On-Stage	Please refer to "On-Stage Props Preset List"
ASMs			<b>PRESET SL</b> Props	Back SL	Please refer to "SL Props Preset List"
ASMs			<b>PRESET SR</b> Props	Back SR	Please refer to "SR Props Preset List"
ASMs			<b>PRESET</b> Drink Cart's glasses	DSR	Please refer to "Drink Cart Preset List"
ASM SR			<b>PRESET</b> Kate's Pink Coat	Back SR	Hang on coat rack for Leonard's apartment
ASMs			<b>CHECK</b> Sign-in		
ASM SL			<b>CHECK</b> Places	SL	
ASM SR			<b>CHECK</b> Places	SR	
ASM SR			<b>CHECK</b> Douglas's Tic-Tacs	SR	
ASM SR			<b>SET</b> Izzy's Shoes	SR Side of couch	On the ground in front of the couch
<b>SCENE ONE</b>					
ASM SL	By 11	Douglas EXT	<b>CHECK</b> Leonard paper's for Scene 2	Back SR	Top Page Kates Cover Page
<b>SHIFT --&gt; SCENE 2</b>					
<b>ALL ACTORS STAY ON STAGE</b>					
Actors	15	BO	<b>FIX</b> Pillows	On Couch	
DECK CREW SR	15	BO	<b>HAND OUT</b> Paper	On Couch	Kate, Douglas, Martin, Izzy
DECK CREW SL	15	BO	<b>STRIKE</b> Kate's wine glass	On Drink Cart	
DECK CREW SL	15	BO	<b>STRIKE</b> Martin's Rocks glass	On SL end table	
ASM SL	15	BO	<b>CHECK</b> Ice Cream, Chips, Soda ready	Back SL	Take Icecream out last minute
<b>SCENE TWO</b>					
ASM SR	17	Izzy + Douglas EXT	<b>RETRIEVE</b> backpack and purse	Back SR	Keep on SR props table for setting next scene
ASM SL	19	Kate EXT SL	<b>CHECK</b> Kate has Ice cream, Chips, Soda	Back SL	CHIPS OPEN



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ASM SR	17-25	N/A	<b>HAND OFF</b> Papers to Izzy for S3	Back SR	At least 10 need to be organized two sheets vertical two sheets horizontal repeating
<b>SHIFT --&gt; SCENE 3</b>					
DECK CREW SR	23	BO	<b>SET</b> Izzy Purse	Under SL end table	
DECK CREW SR	23	BO	<b>SET</b> Douglas Backpack	Under SR end table	
DECK CREW SL	23	BO	<b>SET</b> fresh glasses	D.C.	2 rocks 1 wine
DECK CREW SL	23	BO	<b>STRIKE</b> Kate's shot glass	D.C.	Set in backstage right sink
DECK CREW SL	23	BO	<b>STRIKE</b> Martin's rocks glass	SL end table	Set in backstage right sink
DECK CREW SR	23	BO	<b>STRIKE</b> Chip bag and Ice Cream	SR end table	Set Ice cream in back stage right sink
DECK CREW SL	23	BO	<b>STRIKE</b> Papers	SL end table	
DECK CREW BOTH	23	BO	<b>FIX</b> Pillows	On Couch	
<b>SCENE THREE</b>					
ASM SL	?	N/A	<b>GET</b> cookiedough from fridge	Back SL	
<b>SHIFT --&gt; SCENE 4</b>					
DECK CREW BOTH	27	BO	<b>FIX</b> Pillows	On Couch	
DECK CREW SL	27	BO	<b>SET</b> Beer bottle for Martin	SL end table	ASM note- Fill 1inch
ASM SL	27	BO	<b>CHECK</b> Kate has Cookiedough + Spoon	Back SL	
Colby	27	BO	<b>STRIKE</b> Leonards Coat	SR end table	
Actors	27	BO	<b>STRIKE</b> papers	SR end table	
DECK CREW SR	27	BO	<b>STRIKE</b> Izzy Purse	SL end table	
DECK CREW SR	27	BO	<b>STRIKE</b> Douglas backpack	SR end table	
<b>SCENE FOUR</b>					
ASM SR	28-30	N/A	<b>CHECK</b> Douglas has backpack	Back SR	
ASM SR	28-30	N/A	<b>CHECK</b> Douglas has tic-tacs	Back SR	
ASM SR	28-30	N/A	<b>CHECK Pencil in Douglas Bag</b>	Back SR	
ASM SL	28-32	N/A	<b>CHECK</b> Leonard has paper	Back SL	Top Cover Douglas
<b>SHIFT --&gt; SCENE 5</b>					
DECK CREW BOTH	33	BO	<b>FIX</b> Pillows	On Couch	



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Who	Pg #	Cue	Action	Where	Notes
Carmen	33	BO	<b>SET</b> Izzy's Shoes	On floor SR side of couch	
DECK CREW SR	33	BO	<b>SET</b> Izzy's Purse	SL end table	
ASM SL	23	BO	<b>SET</b> fresh whiskey bottle	D.C.	
DECK CREW SR	15	BO	<b>HAND OUT</b> Paper	On Couch	Kate, Douglas, Martin, Izzy
ASM SL	23	BO	<b>STRIKE</b> half full whiskey bottle	D.C.	Bring to SL to be refilled
DECK CREW SL	33	BO	<b>STRIKE</b> cookie dough	SL end table	Set in backstage right sink
DECK CREW SL	33	BO	<b>STRIKE</b> spoon	SR end table	Set in backstage right sink
DECK CREW SL	33	BO	<b>STRIKE</b> Martins beer bottles	On floor SL side of couch + Drink Cart	
<b>SCENE FIVE</b>					
NOTHING YAY!					
<b>SHIFT --&gt; SCENE 6</b>					
DECK CREW SR	41	BO <b>AFTER</b> KATE CRY	<b>SET</b> Douglas's back pack	SR end table	
DECK CREW SR	41	BO <b>AFTER</b> KATE CRY	<b>SET</b> "Kates" Paper	Coffee table	
DECK CREW SL	41	BO <b>AFTER</b> KATE CRY	<b>SET</b> fresh glasses	On D.C.	2 rocks glasses
DECK CREW SR	41	BO <b>AFTER</b> KATE CRY	<b>STRIKE</b> Izzy Purse	SR end table	
DECK CREW SL	41	BO <b>AFTER</b> KATE CRY	<b>STRIKE</b> Leonards drink glass	On D.C.	
DECK CREW SL	41	BO <b>AFTER</b> KATE CRY	<b>STRIKE</b> Martins drink glass	On SL end table	
DECK CREW BOTH	41	BO <b>AFTER</b> KATE CRY	<b>FIX</b> Pillows	On Couch	
<b>SCENE SIX</b>					
ASM SL	42	Top of Scene 6	<b>Hand off</b> papers to Izzy	Back SL	<b>STAPLED</b>
<b>SHIFT --&gt; SCENE 7</b>					
DECK CREW SR	48	BO	<b>FIX</b> Pillows	On Couch	
DECK CREW SL	48	BO	<b>SET</b> fresh glasses	On D.C.	1 wine
DECK CREW SL	48	BO	<b>SET</b> Martin's paper	SL end table	
DECK CREW SR	48	BO	<b>HAND OFF</b> beer bottles	On stage	Kate, Douglas, Izzy, Martin
DECK CREW SR	48	BO	<b>STRIKE</b> Kate's drink glass	SR end table	Set in backstage right sink
DECK CREW SL	48	BO	<b>STRIKE</b> Douglas drink glass	SL end table	Set in backstage right sink
Colby	48	BO	<b>STRIKE</b> Leonard drink glass	SL end table	Set in backstage right sink



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ALL	48	BO	LEAVE Kate's Fake story	Leonard hands to Martin	
<b>SCENE SEVEN</b>					
ASM SL	48	Kate EXT	CHECK Kate has Wine Bottle w/ Glass	Back SL	
<b>SHIFT --&gt; SCENE 8</b>					
DECK CREW SL	54	BO	SET Izzy's Beer Bottle	SL End Table	
DECK CREW SR	54	BO	STRIKE beer	On stage	Set bottles in backstage right sink
DECK CREW SL	54	BO	SRTIKE Kate's wine glass	On D.C.	Set glass in backstage right sink.
DECK CREW SL	54	BO	STRIKE Kate's Wine Bottle	On D.C.	
DECK CREW SR	54	BO	SET Douglas Back Pack	SR end table	
DECK CREW SR	54	BO	FIX Pillows	On Couch	
<b>SCENE EIGHT</b>					
NOTHING YAY!					
<b>SHIFT --&gt; SCENE 9</b>					
DECK CREW SR	61	BO	MOVE DSR wall	SR	
ASM SR + SL	61	BO	MOVE Kate's apartment furniture	US of Leonard's Cart	STRIKE Loose pages
DECK CREW SL	61	BO	ROLL on Leonard's Cart	SR	
ASM SL + SR	61	BO	SET Leonard's couch	DS of cart	w/ papers
DECK CREW BOTH	61	BO	SET Leonard's desk	DSL	w/ papers + type writer
ASM SR	61	BO	SET Leonard's chair	At Desk	Slightly cheating out from the desk
ASM SL	61	BO	SET Rolling Bookshelf	DSL	w/ Two rocks glasses and wiskey bottle
ASM SL	61	BO	SET Leonard's small table	DSR	w/ Buddha
DECK CREW SR	61	BO	SET Leonard's lamp	Corner of where swinging door on Leonard's apartment	Plug in? On Cart?
DECK CREW SL	61	BO	SET Leonard's coat rack	Behind couch SL	Check Kate's pink coat is on rack
ASM SL	61	BO	SET Liquor bottle and 2 rocks glasses	On Bookshelf	
ASM SR	61	BO	SET Leonard's glasses on DSL corner of desk	On Desk	
ASM BOTH	61	BO	CHECK Leonard's Manuscript is on top	On Desk	



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ASM BOTH	61	BO	<b>CHECK</b> Leonard's Checkbook is in US small drawer w/ pen	US Drawer		
ASM BOTH	61	BO	<b>CHECK</b> Buddah statue is on small table	DSR		
<b>SCENE NINE</b>						
ASM SL	63	KATE EXT	<b>CHECK</b> Kate's underwear			
ASM SL	64	Leodard EXT	<b>CHECK</b> Leodard shower cap			
ASM SL	67	Martin reading	<b>CUE</b> Leonard	Back SL	Once Martin get's to the third paper	
<b>POST-SHOW</b>						
Deck Crew	<b>Post-Show</b>		<b>SET</b> Leonard's Furntiure on cart			
Deck Crew			Open hinging wall	SR		
ASMs/Deck Crew			Roll off Leonard's Cart	Off SR		
ASM SL			Put Check Book w/ pen in US drawer	US Drwaer	Leonard's Desk	
ASM SL			Wash drinking glasses			
DECK Crew			Return Props to Closet			