

# Wyldewood Players Check-in

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Loft: \_\_\_\_\_

## Company Manager Check-in:

- Fill out paperwork
  - Health form
  - Tax forms
- Receive site map and additional paperwork

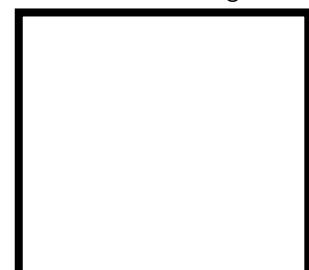
Charles Murray  
Company Manager



## Loft Checklist:

- Shown Loft by PM or SM
- Given Combination (if applicable)
  - (Your Personal Combo: \_\_\_\_\_)
- Exit Condition sheet received

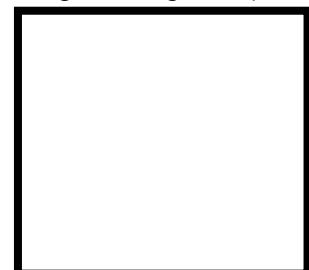
Bekah Reimer  
Production Manager/TD



## Kitchen Checklist:

- Signed up for Fridge Space
- Signed up for Cabinet Space
- Choose tupperware (store in cabinet)

Nova Casillo  
Stage Manager/Props



## Privy Checklist:

- Given indoor WWP shower combination

Actor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Production Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Wyldewood Players Checkout

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Costume Items Returned:** \_\_\_\_\_

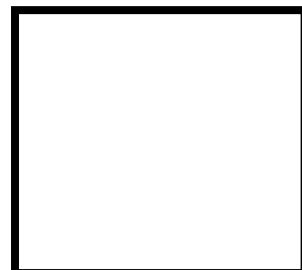
and Cubby Emptied

**Prop Items Returned:** \_\_\_\_\_

and dues paid if applicable

**Books Returned:** \_\_\_\_\_

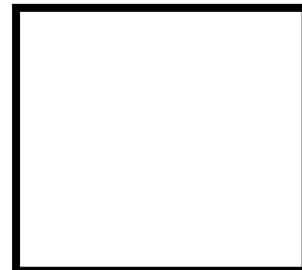
Danielle Lattiere  
Wardrobe Manager



## Loft Checklist:

- All personal belongings removed
- All garbage removed
- Windows latched closed
- Bed leaning upright
- Mattress cover present
- Carpets rolled up and stood up

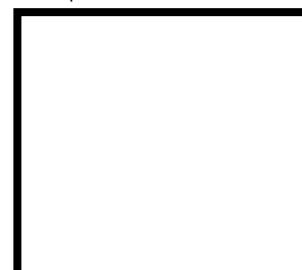
Bekah Reimer  
Production Manager/TD



## Kitchen Checklist:

- All personal items removed from cupboard and fridge
- Leftover food disposed of or placed in donation box
- All dishes cleaned and put away

Nova Casillo  
Props Master/SM



## Final Paycheck Received:

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Office Initials: \_\_\_\_\_

Actor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Production Signature: \_\_\_\_\_

Date: \_\_\_\_\_