

Wyldeewood Players Check-in

Name: _____

Date: _____

Loft: _____

Charles Murray
Company Manager

Company Manager Check-in:

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

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: _____

Wyldeewood Players Checkout

Name: _____

Date: _____

Costume Items Returned: _____

and Cubby Emptied

Prop Items Returned: _____

and dues paid if applicable

Books Returned: _____

Loft Checklist:

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

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

Final Paycheck Received:

Initials: _____ Date: _____

Office Initials: _____

Danielle Lattiere
Wardrobe Manager

Bekah Reimer
Production Manager/TD

Nova Casillo
Props Master/SM

Actor Signature: _____

Date: _____

Production Signature: _____

Date: _____