

TWELFTH NIGHT
Assistant Stage Manager

Pre-Show Check List

- Ensure all ‘token’ lines have been let back in from the catwalks, and that all money bag hooks are bent back into shape.
- Reset the venue, overhead tokens, SR and SL venue props tables, USR corridor props table, and DSR corridor ‘personal props’ table as per Master Settings List, and shout through these with either the SM or ASM.
- Ensure all confetti boxes and bags have enough confetti in them for the performance, refilling them if they are low.
- Fly the mirror ball in and out to ensure the flying system is working. If required to, co-ordinate this with the Electrics Department so they can check the motor.
- Five minutes before the performance begins, go to the Sound Control Booth on the SL gantry. Go on cans, and check in with the DSM, flashing through cue lights if required to.

Act One

<i>Where</i>	<i>When</i>	<i>Cue Indicator</i>	<i>Action</i>	<i>Notes</i>
SL Door of Catwalk 3 (Sound Control Booth)	During Viola and Captain dialogue	TSM Q1	On standby of make way onto catwalk to SL confetti box, acknowledging cue light as you pass it. Collect two handfuls of confetti from box. On Viola’s line - ‘ I thank thee: lead me on ’, lean out DS of catwalk and scatter confetti over DS catwalk LX bar, so as it falls evenly on the stage . After confetti has fallen, leave catwalk through SL door .	RED CONFETTI Effect should look like petals falling from the sky. Remain as quiet and discreet as possible.

Where	When	Cue Indicator	Action	Notes
SL Door of Catwalk 3 (Sound Control Booth)	During Cesario and Orsino dialogue	TSM Q2	On standby make way onto catwalk to SL confetti box, acknowledging cue light as you pass it. Collect two handfuls of confetti from box. On Viola's line - 'Who'er I woo, myself would be his wife' , scatter confetti as before. After confetti has fallen, leave catwalk through SL door.	RED CONFETTI Remain as quiet and discreet as possible.
	During Olivia and Malvolio Dialogue (following Cesario's exit)	TSM Q3	On standby make way onto catwalk to SL confetti box, acknowledging cue light as you pass it. Collect two handfuls of confetti from box. On Olivia's line - 'What is decreed must be, and be this so' , scatter confetti as before. After confetti has fallen, leave catwalk through SL door.	
SR Gantry, Handrail to Catwalk 2 Stairs USR Corridor	Following Feste's Song	Mirror Ball In	Enter SR gantry through DS door . Walk along to the stairs of Catwalk 2 and go on TSM cans set . When given, acknowledge standby from DSM, unclip mirror ball line from caribenar and hold onto it. On 'Go', lower ball in to its dead in a controlled manner. It should be in place by 'Jealousy' .	Only cue light needs to be acknowledged for these cues as - due to the volume of the music - verbal acknowledgements are difficult.
	On Malvolio's Entrance	Mirror Ball Out	On 'Go' from DSM, take mirror ball out - quickly. Clip back on to caribenar and give cans pack back to TSM. Exit gantry through DS door as before.	
SL Door of Catwalk 3 (Sound Control Booth)	During Sir Andrew and Sir Toby's Dialogue	TSM Q4	On standby make way onto catwalk to SL confetti box, acknowledging cue light as you pass it. Collect two handfuls of confetti from box. On Sir Toby's line - 'Come, knight: come' , scatter confetti as before. After confetti has fallen, leave catwalk through SL door.	RED CONFETTI Remain as quiet and discreet as possible.

Interval Check List

- Assist SM to return bedsheet cloths and large flower pot to DSR corridor props cages.
- Be present in the dressing room and US corridor, completing any tasks requested to by the SM.
- At the Act Two five minute call, go to the Sound Control Booth on the SL gantry. Go on cans, and check in with the DSM.

Act Two

<i>Where</i>	<i>When</i>	<i>Cue Indicator</i>	<i>Action</i>	<i>Notes</i>
SL Door of Catwalk 3 (Sound Control Booth)	Following Sebastian and Sea Captain's Dialogue	TSM Q5	On standby make way onto catwalk to CS gold confetti bag, acknowledging cue light as you pass it. Collect two handfuls of confetti from bag. When Malvolio rips off his tear-away trousers, scatter confetti so as it falls as CS as possible . After confetti has fallen, leave catwalk through SL door .	GOLD CONFETTI Remain as quiet and discreet as possible.
	During Sir Toby, Maria and Feste's Dialogue	TSM Q6	On standby make way onto catwalk to SL confetti box, acknowledging cue light as you pass it. Collect two handfuls of confetti from box. On Sir Toby's line - 'Come, bring us, bring us where he is' , scatter confetti as before. After confetti has fallen, leave catwalk through SL door .	RED CONFETTI Remain as quiet and discreet as possible.
	During Sir Andrew, Sir Toby, and Maria's Dialogue	TSM Q7	On standby make way onto catwalk to SL confetti box, acknowledging cue light as you pass it. Collect two handfuls of confetti from box. On Feste's line - 'I'll be with you again' , scatter confetti as before. After confetti has fallen, leave catwalk through SL door .	

<i>Where</i>	<i>When</i>	<i>Cue Indicator</i>	<i>Action</i>	<i>Notes</i>
SR Gantry, Handrail to Catwalk 2 Stairs USR Corridor	Following Olivia's reading of Malvolio's letter ('This is not my hand')	Mirror Ball In	Enter SR gantry through DS door . Walk along to the stairs of Catwalk 2 and go on TSM cans set . When given, acknowledge standby from DSM, unclip mirror ball line from caribenar and hold onto it. On 'Go', lower ball in to its dead in a controlled manner.	As before, only cue light needs to be acknowledged for this cue

Post-Show Check List

- On 'House Clear' fly mirror ball out and clip on to caribenar.
- Assist in returning all props to cage, or delivered to SM for replacement in armoury, paying particular attention to the two guns and blade. Orsino often leaves the blade on the venue floor at the end of the performance, so this should be first priority for retrieval.
- Help to sweep all confetti from venue floor. CS should be swept into its own pile, as it contains gold confetti, with the surrounding area swept into a different pile.
- Sift confetti, sorting red petals into a box, gold strands into a pile, and red strands into another pile.
- Ensure cages are locked, venue is tidy, and dressing room corridor clear.