

Fit Up - Tasks and Management Notes			Week 1 Day 1 - Initial Fit Up (13/11/18)
			Stage Supervisor - Regan Kelly
No.	Task	Team	Management Notes
0.5	Tool box talk & H&S Breif	Everyone	Read RA's and Sign form. <b>Anybody Missing?</b>
1	Swing borders	All	Send troops to the grid to transfer weights
2	LX Truss and equipment into auditorium	1	Put truss and equipment onto the pit lift. Lower lift and move stuff to aududorium. Then move the pit lift down, put the forestage curve on and bring back up.  <b>LX Work Upstage</b>
3	Rig Hemp points and move automation girders.	2	James and team to grid. Hemp points in for LX where possible. Grid panels marked for removal. Automation girders in place.
4	Set up truss and motor hoists for perf flying rig.	1+2	<b>Tell James to take Hemp to the grid with him and two beam clamps (In box)</b>
5	Rig FOH LX Truss	1	Instruct team to Join truss and shwo them how the strops are rigged. Leave HuiWing with them. Go to gods with power and a pickle.
6	Rig LX Ladders with pulleys		One done - Team can copy.
7	Star Cloth and Moon Box up		
9	Hoist up Kinesys motors and move girders		<b>Move the kinesys girders first.</b> Then remove the panel. Then hoist them up.
10	Move automation girders		

Fit Up - Tasks and Management Notes			Week 1 Day 2 - (14/11/18)
			Stage Supervisor - Regan Kelly
No.	Task	Team	Management Notes
1	Bring bars 2 and 12 in for LX.	Lewis	Changing 4 lights - <b>Add a weight at fly floor level so there is no need for loading.</b>
2	Hoist the Kinesys motors to the grid.	1&2	Teaam 1: prep motors to be taken to the grid. Team 2: On grid removing mesh panel.  LX will do Stage Right Ladders whilst we remove the mesh panel.
3	Setup Kinesys points.	2	
4	Move automation girders.	1	Whilst Team 2 are seting up the kinesys, Team 1 will move the automation girders.
5	Remove grid panels.	1	For both the
6	Setup Automation dead lifts.	2	For the performer flying dead lifts.
7	LX Automation Ladders	1	When the automation lines come down for the offstage ladder, 2 Half Couplers on each automation pulley and onto the bar.
8	Forestage curve	1	Whilst LX are then rigging the automation ladders and doing FOH work, Team 1 + sound can do the forestage curve.
9	Lay floor	1&2	Do this while LX are doing the prosarch booms. Leave US floor layer up.
10	Star Cloth & Moon Box	1	Once the floor is down. <b>2 Black lines</b>
	Disco Ball in auditorium.	2	Ask James to rig it so that the ball can be brought out if needed from the gods - not the catwalk.
11	Sort Hard Maskers	1	As the LX team work on the star cloth and the moon box. Hard maskers tipped and braces removed. <b>2 Ring plates on top, pin hinges on bottom.</b>
	Controller Ladders assembled.	2	NTS Scaff rungs, 6m scaff pipe with a 2m bar extention on the bottom with an external coupler attaching the two pipes. Foot clamp on the ground and two fixed doughy clamps to the truss.
12	Performer Flying Setup	1&2	Scaff pole joint onto truss and the ladder rungs attached. Safety line installed for controllers. Coat hanger & drifts onto line.

Fit Up - Tasks and Management Notes			Week 1 Day 3 - (15/11/18)
			Stage Supervisor - Regan Kelly
No.	Task	Team	Management Notes
1	Finsih floor	Lewis	The dip traps have to be cut from the floor.
2	Work out LX automation ladder rig.	2	Pulley system doesn't work.
3	Disco Ball in auditorium.	1	Ask James to rig it so that the ball can be brought out if needed from the gods - not the catwalk.
4	Sort Hard Maskers	1 - SL 2 - SR	As the LX team work on the star cloth and the moon box. Hard maskers tipped and braces removed. <b>2 Ring plates on top, pin hinges on bottom.</b>
5	Performer Flying Setup	1	Scaff pole joint onto truss and the ladder rungs attached. Safety line installed for controllers. Coat hanger & drifts onto line.
6	Star Cloth & Moon Box	All	Once the floor is down. <b>2 Black lines</b> on the moon box to hang it from the same bar as the star cloth.
7	Put eyelets in the snow bag.	1	<b>Find the eyelet punch.</b>
POSSIBLY	Assist workshop with the forestage curve flooring.	2	Workshop should be coming down tomorrow... should.

Fit Up - Tasks and Management Notes			Week 2 Day 1 - (20/11/18)
			Stage Supervisor - Regan Kelly
No.	Task	Team	Management Notes
1	Bar extensions on MS border.	Lewis, Darren, Ruby & Ryan	Get Lewis and Darren to fly in MS border. Ruby and Ryan go get 2x1m bar extensions and 2x 1m conduit.  <b>Hiu Wing lowers in automation ladders - check for deads.</b>
2	Reduce the bar length on the German masking	Ewan & I	Darren and Lewis also drop in SR Masking whilst on flies.  Lower in SL Masking when available.  <b>Move barrel clamps.</b>
3	Take treds and steel deck back to pit and retrieve the dock shutter key.		
4	Replace the track half with unibeam and sort carrier bars.	Ross & I	Darren and Lewis fly in the track whilst Ross pages back the SR Automation Ladder.
5	Set LX bars to trim height.	Lewis and LX	
6	Lower in FOH truss.	Ross & Ruby	Connect up motor control power and lower in truss. Take motor controller and power of the gods.
7	Lower in flutter drop bar and rig drop.	Ewan	<b>Lewis lower in bar.</b>
8	Lower in hard masker on SR of bar 10. Take out the point and lower in behind border.	Lewis, Ewan & I	
9	Install MS hard masking pickup point on the grid.		

Fit Up - Tasks and Management Notes			Week 2 Day 2 - (21/11/18)
			Stage Supervisor - Regan Kelly
No.	Task	Team	Management Notes
1	Forestage curve cloth	Split shifts: <u>Morning</u> Regan, Darren, Lewis, Hiu Wing, Nick  <u>Evening</u> James, Lewis, Andrew, Julia & Corey	In a bag in the void. Darren and Nick.
2	Conduit in German masking and design the rigging point.		I will organise the conduit.
3	Organise dock to suit the set piece plan.		<b>Print out A3 copies of the parked set.</b>
4	Drop two points for the moon cloth and rig the cloth.		<b>During LX break, I will install two points on the grid for the black lines and <b>Darren and Nick</b> can attach the cloth.</b>
5	Move flutter drop closer to SR end of the bar.		Lewis and Hiu Wing can solve this.
6	Install a full black on the snowbag bar and strike the snowbag hemp bar and the MS hemp border.		80kg-100kg = 7-9 weights SP / 14-18 DP
7	Rig the two US moon bars.		<b>Possibly evening with James</b>
8	Organise Peter Pan US performer flying.		
9	Snow bag rig.		<b>Possibly evening with James</b>
<b>Management Note</b>			Send Lewis and Hui Wing on early lunch at 12:30

Fit Up - Tasks and Management Notes			Week 2 Day 2 - (21/11/18)
			Stage Supervisor - Regan Kelly
No.	Task	Team	Management Notes
1	Tidy the dock; remove all the useless equipment and move all of scenics equipment to the shutter door. Mark the floor space for parked set poistions	All	We will all tidy the dock however we will be on hand to assist on stage. All the crap must go. Then we place the set and mark the floor up.
2	Install footplates to beds for tinkerbelle.	2	James knows.
3	Test human counterweight performer flying.	All	We will all be on stage during the testing of the system to explain it.
4	Bring in windows, add the additional track onto the unibeam side and the pulley system then thread the rope through.  Also attach turn buckled to each line and then add digonal tentioning lines.	1	a 2m section of unibeam must be attached to the bar to extend the existing track. A EEE Unitrack pulley will then be attached to the end of the back along with a stop for the carrier. The line will then be threaded through and taken to each fly floor.
5	Cut the conduit on the German masking to fit between the overhead stuff.	1	<b>This may not be required.</b> This is if tidying the cabling above the masking makes little difference. The conduit will be cut on the DS edge and pined firther up the pocket to allow the masking to be taken out without having to worry about cableing.
6	Page the German masking towards the fly floors - away from the ladders.	2	Throw a hemp brail over the prompt side beam and around the german masking lines and brail the masking back towards the fly floor. From intermediate fly floor, throw a hemp brial around the SR german masking and page back slightly.
7	Organise the cables and hemp above the automated ladders and above the german masking.	2	Can we take out the kinesys power cable bar?
8	Handle for trap and inner door.	Regan	I will handle the door handles for the trap and the rear inner door.
	Workshop - Door hadles and drop bolts for the beds.	James	Call them!

Fit Up - Tasks and Management Notes			Week 4 Day 2 - (4/12/18)
			Stage Supervisor - Regan Kelly
No.	Task	Team	Management Notes
1	Tidy the dock; remove all the useless equipment and move all of scenic and prop's equipment to the shutter door.	Lewis, Corey, Julia, Darren, Nick	We will all tidy the dock however we will be on hand to assist on stage. All the crap must go.
2	Move Performer Flying Truss.	The real boyz	
3	Bring in windows and attach bungee cord.	Nick, Corey	
4	Move SL German masking pickup point further offstage.	James	
5	Add points for snow bag.	James	
6	Fly in borders and pull tight at each end. Pin if necessary.	Lewis, Julia, Darren	
7	Rig snowbag.		
8	Place all trees on stage and fly in the moons. Reduce the ope length on moons that hit the new tree. Mark the position of the new tree.		
9	De-rig the flutter drop tube.		
10	Put all unused equipment back in the cage.		
11	Test window opening.		
12	Hang black over the dock doors and over the ath kitchen door.		