

MOVE OUT RUN OF SHOW
MONDAY, JULY 27

Time	MADISON A (DORMS)	OTHER LOCATIONS
11:00a	<u>11:00am – SSF Linens Drop-Off</u> All dirty SSF Linens must be loaded into washers (or dropped atop the laundry machines) for cleaning First Floor Laundry Room <i>Dorm Residents</i>	
11:00a	<u>11:00am-1:30pm – Final Packing & Cleaning</u> - Pack personal items and remove them from apartments - Drivers pack bags into cars - Bus passengers bring bags to Ground Level Hallway (store against wall) - Clean borrowed SSF items & pack them into apartment bins - Clean & tidy apartments - Cycle laundry until all linens are clean & dry - Reset Production Office furniture <i>Dorm Residents</i>	<u>11:00am-1:00pm – Platforms to Shepherd</u> Marketplace at Steamtown THEN Church of the Good Shepherd Load <i>Sweeney Todd</i> tables + Miscellaneous costume items into the U-Haul. Drive to Shepherd + unload.
1:30p	<u>1:30pm-3:00pm – Apartment Checks + Load-Out</u> - All apartments checked by Junior Producers for cleanliness, leftover items, & damage - ONE (1) representative from each apartment comes to the office to tell JPs they are ready for their check – Apartments must be ready for checking no later than 2:30PM - SSF Apartment Bins moved to U-Haul truck once final apartment check is complete - Visit Production Office once all Move-Out tasks are complete - Return Swipe Cards - Return Room Keys - Return Scripts / Scores - Return Knee Pads <i>Dorm Residents + JPs</i>	
2:45p	<u>2:45pm – Pack Bus Passenger Luggage into Drivers' Cars</u> Driver 1 (Philly + NYC) – Driver 2 (NYC) – Driver 3 (NYC) –	
3:00p	<u>3:00pm – Hard Out of Housing (Final Checks Completed)</u> - Any remaining linens washed, dried, packed into storage bins, and	<u>3:00pm – U-Haul to Storage</u> 1350 Von Storch Ave, Scranton, PA

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	loaded into U-Haul truck - Return keys & swipe cards to University of Scranton	One (1) representative from Apartment 4, Apartment 6, Apartment 7, Apartment 8, and Apartment 9 must help unload.
3:00p	<u>3:00pm-4:00pm – BREAK</u> Dorm Residents are free to grab lunch, hang out in Madison A Courtyard, etc.	<u>3:00pm – Hotel Check-In</u> Comfort Inn Dunmore (1226 Harry P O'Neill Highway, Dunmore, PA 18512)

Time	THE SHAKES SPACE	BUS DEPARTURES
4:00p	<u>4:00pm-5:30pm (TBD) – Mainstage Strike Final Tasks</u> AS NEEDED - LOCATION ASSIGNMENTS TO BE MADE BY 3:00PM	
5:00p	Marketplace at Steamtown 1780 North Washington Avenue <i>Full Company</i>	<u>5:00pm - Philly Bus Traveller Departs from Shakes Space</u> Driver –
5:30p	<u>5:30pm-6:45pm – Formal Dismissal + Final Farewells at the Shakes Space</u> When you are ready to leave, see Junior Producers to be formally dismissed and receive your final paycheck. Optional: Full Company welcomed to join Management at the Shakes Space for Final Farewells. <i>Full Company</i>	<u>5:30pm – FlixBus Departs for Philly</u> Scranton Bus Station, 30 Lackawanna Ave., Scranton, PA 18503
6:45p	<u>6:45pm-7:00pm – Close Shakes Space</u>	<u>6:45pm - NYC Bus Travellers Depart from Shakes Space</u> Driver 1 – Driver 2 – Driver 3 –
7:15p		<u>7:15pm – FlixBus Departs for NYC</u> Parking Lot @ Fellows Street & Meridian Avenue, Scranton, PA 18504