

**Appendix J:**  
**Follow Spotlight Operator's Checklist**  
*The first expectation of any crew member is safety.*

**General**

The Follow Spotlight Operator reports to the Stage Manager (SM), the Light Designer (LD), and the Technical Director (TD). The Follow Spot Operator is responsible for running the spotlight during all performances and performs routine checks and maintenance to ensure all equipment is working properly before each performance.

**Prior to Technical Rehearsal**

- Read the play.
- Attend one full run of the show.
- Get training from LD or TD on how to use the follow spot.

**Technical Rehearsal**

- Attend all Technical Rehearsals, Dress Rehearsals, and Performances at assigned call times provided by the Stage Manager.
- Get cue sheet from SM.
- Take notes of any changes to cues as needed.
- Be familiar with lighting equipment.
- Get headset from booth. (No social talking on the headset; stay professional and listen for cues.)
- Listen to SM for spot cues.
- Practice any fades or gel changes needed.
- Make adjustments for smooth fluid motion to help in spot cues.
- Report any issues to SM or TD.
- Once Technical Rehearsal is complete, power down spot properly and make sure area is clean.
- Return headset to the Assistant Stage Manager.
- Take any notes from Director or SM and wait to be released.

**Dress/Performances**

- Arrive on or before your designated call time, per SM.
- Wear departmentally approved backstage blacks.
- Get headset from booth. (No social talking on the headset; stay professional and listen for cues.)
- Check spotlight and make sure you are comfortable in the space.
- Turn on spotlight and do a light check; be sure to close lens after light check.
- Make sure all problems are fixed before house opens. Report issues to SM or TD.
- Wait for SM; listen carefully for opening cue.
- During the run of show you must stay quiet at all times, except to communicate technical difficulties or an emergency situation.
- Listen to all cues from SM.
- Once audience has exited the house and the SM has cleared you, turn off spot properly.
- Clean up area.
- Return headset to Sound Board Operator.
- Stay for notes or until released by SM.

**Strike**

- TD will supervise and organize strike.
- Help cleaning in and around the space; help take down set.
- Do not leave strike until released by TD or SM.