Sequencing bump in and bump out

It is important that the sequencing of the bump in/out is considered and then clearly communicated to all involved. A sample sequencing sheet shows how this could occur:

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| --- | --- | --- | --- | --- |
| **Sequence Number** | **Item** | **Activity** | **Responsibility** | **Comment** |
| **1** | Scenery flys | Assemble and hang from stage fly equipment | Mark S |  |
| **2** | Rolled scenery | Need to be unpacked immediately and assembled onto scenery flats | Andrew P |  |
| **3** | Main scenery flats | Erected at rear of stage to form main backdrop | Andrew P |  |
| **4** | Doors, windows and shutters | Installed into flats | Andrew P |  |
| **5** | Platforms and stairs | Assembled on stage and secured into position | Mark S |  |
| **6** | Floor coverings | Secure at left stage until 24 hours prior to first rehearsal | Mary C |  |
| **7** | Set dressing items | Pictures, wall lights, curtains, etc. Stored in Storage Area 1 until 48 hours prior to first rehearsal and then installed | Mark S |  |
| **8** | Set props | Furniture - Stored in Storage Area 2 until 24 hours prior to first rehearsal and then installed | Mary C |  |

Remember, bump out will be in the reverse order!