**Choir Concert Set Strike List**

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| Item | Located | Replace |
| Rainsticks (2) | Liz’s office in right corner by Liz’s desk | Liz’s office in right corner by Liz’s desk |
| High Hat (drum set cymbal) | Liz’s office by bookshelf | F2600 with drum kit |
| Black percussion bag | Under Liz’s desk | Under Liz’s desk |
| 4 posture chairs | F2600 | F2600 – make sure to restack |
| 4 music stands | F2600 | F2600 – make sure to restack |
| Conductor Stand | F2600 | F2600 |
| Conductor Chair | F2600 | F2600 |
| Folder box | Liz’s office | Liz’s Office |
| Program box | Liz’s office | Liz’s Office |
| Cajon | Liz’s office | Liz’s office by bookshelf |
| Djembe | Liz’s office | Liz’s office by bookshelf |
| Choir x-stand banners | One in lobby, one likely 2nd floor Fine arts at top of staircase near Helland Center | Liz’s office – anywhere you can find space |

Other tasks:

1. Replace piano cover and lock
2. Pick up all trash (programs, water bottles, etc) from theater seating area
3. Remove “reserved” signs from seating and toss
4. Check backstage area for anything choir – stray percussion instruments, folders, music, chairs, stands.
5. Clean lobby –
	1. pick up programs and toss
	2. return food to cart and place cart in F1400
	3. pick up all trash – napkins, cups, stray cookies etc.
6. Grab x-stand banners from lobby and second floor Fine Arts and bring to Liz’s office.

Special notes: make sure to only take music stands that say “MCTC Music Department” on them. The theater has purchased some of their own.

Lobby cleaning – those who stay until lobby is cleared of most people and all stuff may get service credit.