

LLV 2025 Elf (Stagehand) Prep List
Performance Nights

FOR DAY ELVES:

LANTERN PREP:

- Trim Lantern Wicks
- Fill Lanterns
- Wash Lantern Globes
 - Check Lantern Globes

CHARLES W. MORGAN

- Check Batteries in Lanterns

VILLAGE LOCATIONS:

- Check Batteries in Candles In:
 - Meeting House
 - Burrows
 - Chapel
 - Reading Room
 - Nautical Instruments
 - Buck
- Wash Drinking Glasses in Reading Room**

FOR NIGHT ELVES:

LANTERNS:

- Light Lanterns and place on grounds
 - Horse and Carriage Route
 - Along Waterfront
 - Up to buildings
 - Along sidewalks on front and back of village

CHARLES W MORGAN

- Unlock Ship & Below Deck
- Plug in String Lights in Blubber Room

CHANDLERY

- Unlock Building
- Light Stove

- Put up Rope Barriers
- Lanterns outside

BUCKINGHAM HALL HOUSE

- Unlock Building all doors
- Turn on Light in Front Hall
- Lanterns down one side of ramp and down side alley
- 2 Lanterns on front and back stoops
- Small fire in hearth
- Take Down Open/Closed sign - store in kitchen
- Take Down laminated 'No Food/Drink' Sign on front door - store in kitchen

CHAPEL

- Unlock Building
 - Fake Lock Gate
- Turn off Deacon
- Light Sconces
- Turn on Space Heaters - leave in inconspicuous locations
- Lanterns leading up to doors
- Shepherd's Hook to the LEFT of Doors for GCPast to put their Lantern on
- Take Down Open/Closed Sign - store inside
- Take Down laminated 'No Food/Drink' Sign on front door - store inside
 - Do not turn on Candles - Actors will do this to preserve batteries

STONE'S STORE

- Unlock Building
- Prop open Front Screen Door with bucket from inside store
- Take down Open/Closed sign - hang wreath in its place
- Take Down laminated signage on front door - store in closet
- Lanterns on Porch

READING ROOM

- Unlock Building
- Take down All Barriers and Store behind bench
- Light Sconces
- Light Stove
- Turn on Electric Light on top of Cabinet
- Ensure Large Square Table is pushed all the way in the corner
- Take down Open/Closed sign - store inside

- Take Down laminated signage on front door - store inside
 - Do not turn on Candles - Actors will do this to preserve batteries

BURROWS

- Unlock Building
- Turn on Candles

MEETING HOUSE:

- Unlock Building
- Turn on Lights
- Turn on Candles

NAUTICAL INSTRUMENTS:

- Turn on Candles

END OF NIGHT CLEANUP

- Collect all Lanterns
- Unplug String Lights in Blubber Room on Morgan
- Turn off Battery Lanterns on Morgan
- Extinguish Sconces in:
 - Chapel
 - Reading Room
- Turn off Candles in:
 - Meeting House
 - Nautical Instruments
 - Buck
 - Burrows
- Close All Buildings and Lock Up