APPENDIX C

Assistant's Kit Checklist

Although the assistant's kit varies according to the designer's preferences, the following checklist covers some basic recommended items to include:

OFFICE SUPPLIES

- Pencils—you and your designer's favorites and a set of low-cost throwaways
- Pencil lead and eraser refills (for all applicable pencil types)
- Red pencils—both mechanical and wooden (if desired)
- Pencil sharpener—manual and electric
- Pens—black, blue, and red (felt-tip and ball-point)
- China marker/grease pencil (white)
- Erasers—pink erasers and extendables, such as Clic erasers by Pentel, with refills
- Highlighters—multiple colors (retractable styles eliminate the annoyance of lost caps)
- Sharpies—multiple thicknesses and colors, including silver for dark-colored items
- Paint pens—multiple colors, including white and silver
- Post-its—multiple sizes, colors, flags, and tabs. (Recommended sizes include 3" × 3", 1.5" × 2", and 4" × 6" (lined). A set of "super sticky" style also recommended.)
- Gel (swatch) books—all major manufacturers (wrapped with a rubber band to secure)
- Gobo catalogs—all major manufacturers
- Flashlight—incandescent and LED (100 lumens or better with good directionality). Use the incandescent to assess gel colors accurately for tungsten-halogen fixtures, and the LED for seeing into the flys when it is dark. (Purchase flashlights that use AA or AAA batteries. Styles that require charging or unique battery types may be inconvenient at inopportune times.)
- Extra lamps for the incandescent flashlight

* Extra batteries (for flashlights, wireless mice, etc.)
* Laser pointer—with high-lumen output (usually in green)
* Architectural scale rule (½" and ¼" scales required)
* Metric scale rule—for international productions (1:25 and 1:50 scale required)
* Stapler and extra staples
* Long-reach booklet stapler
* Staple-remover
* 3-hole punch (and a 2-hole punch if preferred); 4-hole punch (for international)
* Scotch tape
* Correction fluid or tape, such as BIC's Wite-out
* Pencil holders—preferably two (one for the assistants' table and one for the designer)
* Rubber bands, binder clips, and paperclips (in organized containers)
* Chalk
* Scissors
* Small plastic or wooden rulers (6" and 12")
* X-acto knife and extra #11 blades
* Small spiral-bound notepads
* Printer paper
* Heavy weight sheet protectors
* Page dividers and divider labels
* Matte black contact or shelf paper (for covering the tech table)
* Label maker with extra label cartridges
* Portable laminating machine and extra lamination sheets
* Small (hand-drafting) lighting template

FOCUS ITEMS

* Focus tapes
* Gaff tape—black and white
* Blue painter's tape
* Drafting dots

ELECTRONICS

* Extra mouse and mouse pad
* Extra laptop lock (combination lock is best; include extra keys if not)

* Extra power supplies and chargers for laptop, phone, and tablet, etc.
* Small dimmable tech table light, such as a LittLite
* Portable printer and extra ink
* Power strips (2)
* Small, grounded extension cord and cube tap
* International power adaptors—two minimum
* USB drive or rewritable CDs or DVDs with labels and holders (for archival materials)
* Spare USB flash drives of large storage capacity
* Extra cables, if needed (camera cable, USB cable, etc.)
* Digital camera (if not using your phone)
* Extra memory cards and batteries for digital camera
* Small, adjustable tripod
* Webcam
* Portable computer speakers
* Personal featherweight headset (note: not ideal for musicals due to high decibel levels)
* CD/DVD drive and a USB floppy disk drive with extra disks, if needed
* X-keys, or other programmable keyboard (used for cueing offline)
* Small, two-way radios (for venues without radios)

TOOLS

* C-wrench (with tie-off)
* Gloves (leather or other material that will not melt to hot lights)
* Multi-tool, such as a Leatherman
* Mini traffic cones (for moving light focus)
* Welding glass/Gaffer's glass—used to protect eyes if looking directly into fixtures during focus (not recommended). Multiple cuts of saturate blue/indigo gel (like four cuts of R382 congo blue) or three primary gel cuts (red, green, and blue such as L106, R91, and R80 respectively) can also be used.
* Tape measures—preferably two (long lengths of 100'-0" or more and at least one that additionally measures in metric)
* Disto (laser distance measurer)

PERSONAL ITEMS

✻ Business cards

✻ Pair of socks (for getting caught unexpectedly in the rain)

✻ Compact umbrella

✻ Mints—multiple flavors

✻ Chewing gum

✻ Toothpicks and dental floss

✻ Ibuprofen and aspirin

✻ Antacids and gas-relief medications

✻ Allergy relief medications

✻ Menstrual relief medications

✻ Feminine hygiene products

✻ Cough drops

✻ Eye drops

✻ Band-aids, antibiotic ointment, and alcohol wipes

✻ Hand sanitizer

✻ Wet wipes/hand sanitizing wipes

✻ Nail-clippers

✻ Deodorant (unused and sealed)

✻ Lip balm (unused and sealed)

✻ Sunscreen

✻ Kleenex—box for tech table and pocket-sized packs for individuals

✻ Tech table snacks

✻ Tea bags and sugar packets (assorted)

✻ Empty plastic bags

✻ Large plastic trash bags (large enough to cover your assistant's kit in case of rain)

✻ Roll of paper towels (for spills at the tech table)

✻ Disposable ear plugs—several pairs (for hearing protection—worn *under* headset during extremely loud concert-style productions)

✻ Bottle opener and corkscrew