

PRE-PRODUCTION

PRODUCTION TEAM

- | | Secured | Clearances | W9 |
|---------------------|--------------------------|--------------------------|--------------------------|
| • Director(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Music Director(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Stage Manager(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Choreographer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
- Rehearsal Schedule Created
 - Create deadlines
 - Off book by:
 - Props by:
 - Set dressing by:
 - Songs learned by:

BEFORE FIRST REHEARSAL

- Cast email created
- Registration list sent to bookkeeper to confirm payments
- Sign in/Sign out list created*
 - *Character Name, First Name, Last Name, Time In, Time Out, Initials

AUDITIONS

- Before First Audition
- Pens acquired
 - Audition Forms Printed
- Casting
- Call back list submitted to
 - Facebook
 - Website
- Final cast list as PDF submitted to Website Designer

POST-PRODUCTION

- Return Scripts*
- Returned borrowed costumes
- Return borrowed props
- Concessions inventory
- Move Production Folder to Archive Folder

*If we don't have to return the scripts, the actors can keep them if they would like.

GOOGLE DRIVE

- Scan and upload forms to appropriate folders
- Audition Forms
 - Authorized Pick Up Forms
 - Conflict Sheets
 - Incident & Injury Forms
 - Performer Info & Medical Forms
 - Volunteer Clearances
 - Prod. Team Clearances

PRODUCTION

PLAYBILLS

Items turned in by first tech rehearsal:

- Licensing rights/Billing credits
- Letter from Executive Director
- Letter from Director
- Cast in order of appearance/Full company
- Production staff
- Technical Crew
- Musicians, if applicable
- Acts/Scenes/Songs with soloists and/or singers
- Purchase copy paper for playbills

FOLLOW UP

- Batteries for microphones
- Rentals acquired if needed
- Press Release Created
- Press Release Sent Out
- Show Shirts Ordered
- Concession Sign Ups
- Concession Inventory
- Concession Donations
- Production Weekend Sign Ups
- Printed Photos Have Been Picked Up

OTHER

Raffle Baskets

- Items acquired
- Created
- Schedule Head Shots
- Schedule Character Shots
- Technicians
 - Techs gathered
 - Confirmed Schedules
 - Clearances Submitted

CAST

- Cast makeup chosen (5 weeks prior to open)
- Cast costumes chosen (5 weeks prior to open)
- Photo board decorated
- Photos numbered and placed on board

STRIKE

ORGANIZE STRIKE (ONE WEEK PRIOR)

- Determine Adult leads for each area
- Determine area assignments of cast
- Send out cast party signups

SET

- See Randy Webb
- Change Marquee to Next Show

UPPER ROOM

- Phase One
 - Pack up your personal items
 - Place items borrowed from HCPAC in designated spot
 - Pick up any trash
- Phase Two
 - Take out trash
 - Wipe down surfaces
 - Sweep floor
 - Wipe down mirrors
 - Mop floor

MAKEUP ROOM

- Make list of supplies that need replaced
- Return all cast items and other items
- Sanitize any makeup/items that were used
- Clean and sanitize all surfaces
- Sweep floor
- Mop floor
- Wipe mirrors
- Take out trash

CONCESSIONS

- Clean up concessions
- Clean tables
- Set up for Cast Party
- Clean up after Cast Party
- Clean kitchen
- Take out trash from concession and kitchen

AUDITORIUM

- Stack chairs
- Leave enough out for cast party
- Sweep floor
- Mop floor
- Restock paper goods in bathroom
- Take out trash
- Clean bathrooms

THIRD FLOOR

- Phase One
 - Return all items to HCPAC
 - Pack up personal items
 - Pick up any trash
- Phase Two
 - Take out trash
 - Wipe down surfaces
 - Sweep and mop steps
 - Vacuum carpet

PROPS

- Put away all props on prop tables
- Throw away prop signage
- Check with SET to put away set props
- Empty trash from backstage
- Sweep hallway in both wings and in front of Upper Room
- Clean cast bathroom

COSTUME ROOM

- Pack up your personal items
- Return any items borrowed to designated spot
- Vacuum floor