

Freshman/Sophomore Showcase

Prep Week To-Do List

TEAM ASSIGNMENTS	
PRODUCTION BOOK	
Get Supplies: (Are we doing this Digital?) Binder Dividers Tabs for Scene Labels	
Create Blocking Sheets	
Create Dividers	
Create Labels for Scenes	
Put Book Together with Paperwork	
CALLBOARD	
Print & Post Paperwork	All
SCENIC/PROPS	
Secure Rehearsal Props	All
COSTUMES	
Email and Meet with Costume Coordinator	All
Secure Rehearsal Costume Pieces	All

STAGE MANAGER - Kathryn Kulaga	
CALENDARS	
Create Calendar?	
CONTACT INFORMATION	
Create Distribution List	
Create Email Groups	
Obtain Cast List	
REHEARSAL PREPARATION	
SM Kit	
Email First Daily Schedule	
Obtain Show Keys	
Obtain Spike Stick	
MEET w/ DIRECTORS	
Meet With Brent	
Meet With Hank	
5 or 10 Min Breaks	
LIGHTS	
Notate Lighting in Script	
Email and Meet with Lighting Designer	
PAPERWORK TEMPLATES	
Daily Schedule	
Rehearsal Reports	
Performance Reports	
FOH Information Sheet	
CALLBOARD	
Create Labels	
Announcements, Calendar, Cast List,	
Daily Schedule, Scene Breakdown*	

ASST. STAGE MANAGER - Mesa Winder	
PAPERWORK	
Shift Plot	
Props List	
Create Contact Sheet	
Character Scene Breakdown*	
Running Order	
Scenic Elements List	
REHEARSAL PREPARATION	
Create Sign-In Sheet	