

JOSEPH THE AMAZING TECHNICOLOR DREAMCOAT

Prep Week To-Do

Calling SM Kathryn Kulaga			
Calendars		Paperwork	
Actor Calendar of just Joesph		Daily	
Director		Rehearsal Rep	
Taping		Performance Rep	
Rehearsal Schedule		Scenic	
Breaks		Obtain Ground Plan	
Rehearsal Room Set-Up		Obtain Model?	
Designer Presentations?		Meeting w/Scenic Des	
Company Business Meeting		Meeting w/TD	
Lighting		Minis	x
Notate Lighting		Taping	
Email LD		Plot Points	
Email ME		Set Date w/SMs	
Meeting w/LD		Contacts	
Obtain Designer Presentation		Email Groups	
Sound		Distribution List	
Notate Sound		Contact Sheet	
Email Sound Designer		Rehearsal Prep	
Meeting w/SD		Reach out to Cast w/ Introduction	
Prelim Cue Sheet			
Me			
Finish Splicing Script			

Deck Stage Manager - Mesa Winder			
Rehearsal Prep		Rehearsal Prep	
Running Order		Wallet Cards	
Scene Breakdown		Costumes	
Shift Plot		Prelim Wardrobe Running	
Sign-In Sheet		Costume Breakdown	
Props		Rehearsal Costume Check Out	
Prelim Props List			
Email/Meeting w/Props Master			
Secure Rehearsal Props			

Team Assignments	
Projector & Music Stands	
Post Paperwork to Callboard	
Assemble Actor Packets	
Binders/Blocking Sheets/Scripts	

Questions to Ask	
First Rehearsal?	
Designer Presentations?	