

MATILDA

Prep Week To-Do

PSM - Kathryn Kulaga			
Calendars		Paperwork	
Actor Calendar		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			
Callboard Labels			
Wallet Cards			
Company Letter V1			

1st ASM - Riley Baheshone			
Rehearsal Prep		Props	
Character Scene Breakdown		Prelim Props List	
Running Order		Prelim Shift Plot	
		Email/Meeting w/Props Master	
		Secure Rehearsal Props	

2nd ASM - Judah Sears			
Rehearsal Prep		Costumes	
Sign In Sheet		Prelim Wardrobe Running	
		Costume Breakdown	
		Rehearsal Costume Check Out	
		Email/Meeting w/Costume Designer	

Team Assignments	
Projector & Music Stands	
Assemble Actor Packets	

Questions to Ask	
<i>First Rehearsal?</i>	
Designer Presentations?	