

LITTLE SHOP OF HORRORS

Prep Week To-Do

PSM - Kathryn Kulaga			
Calendars		Paperwork	
Actor Calendar	x	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		Character Scene Breakdown	
Me		Sign In Sheet	
Finish Splicing Script			
Print script for Judah?			
Wallet Cards			
Company Letter			

ASM - Judah Sears			
Rehearsal Prep		Costumes	
Running Order		Prelim Wardrobe Running	
Props		Costume Breakdown	
Prelim Props List		Rehearsal Costume Check Out	
Prelim Shift Plot			
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?