Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRE-PRODUCTION WORKSHEET AND CHECKLIST

1. What parts of the theater should you get to know for your show?

2. What items should you acquire that are usually needed in the rehearsal space?

3. Who and what should be on the contact sheet for your production?

4. Who do you need to work with to generate the master calendar?

5. What should you be scheduling weekly? What dates are these going to be?

6. Who should the production e-mail distribution list include?

7. You should generate a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. What technical elements of the show should you be familiar with and set up meetings for?

9. Get any answers that you will need in order to put your stage manager book together from your tech director about the production.

10. Create a production calendar. (due next class)

11. Create a Contact sheet (due next class)