ASSIGN TO	***PRODUCTION CHECKLIST*** DATE: PAGE:	MAKE MASTER	STAGE MGT	DIRECTOR	CAST & U/S	DESIGNERS	CALLBD STAFF	CREW & OTHER	**TOTAL NEEDED**	COMPLETED
	All preshow checklists									
	Rehearsal & Performance calendars									
	Conflict calendar		1						1	
	Contact sheet									
	Sign in sheet									
	Actor scene breakdown									
	Running time sheets									
	Daily call sheet - make electronic master	E	5						5	
	Blocking pages	P								
	Understudy info letter									
	Understudy cover sheet									
	Emergency contact forms									
	W-4 forms to distribute (if needed)									
	I-9 forms to distribute (if needed)									
	Wallet cards with important phone numbers									
	Rehearsal reports - make electronic master	E								
	Performance reports - make electronic master	E								
	give out of town folks area guide									
	“Welcome to . . .” general info memo	P								
	Xerox show logos (if needed)	P								
	get stage management petty cash									

	get any keys that are needed									
	make any rehearsal hall signs									
	prop list									
	sound/music list									
	scenic elements plot									
	shift plot									
	special effects plot									
	make line note forms									
	Get comp/discount memo from management									
	Xerox comp/discount memo	P								
	Get managing director welcome letter									
	xerox managing director letter	P								
	Make list of birthdays - also put on conflict calendar									
	Get steno/note book for SM notes									
	copy script for SMs (reverse punched)									
	copy script for others, if needed									
	check on office supplies & order/restock									
	Label coffee cups									
	check on costume fitting requests									
	check on press requests									
	inform Equity of first rehearsal time & place									
	ask AEA for Deputy & Stge Manager kits (if needed)									
	ask for AEA insurance cards (if needed)									
	fill out AEA insurance cards									
	check on show mailbox at administrative office									
	tape groundplan in rehearsal hall									
	set up coffee service area									
	set up rehearsal hall callboard									
	set up for first rehearsal (tables, chairs, etc.)									

	get set model from designer or scene shop for 1st reh.									
	get costume renderings for 1st rehearsal									
	get any research material from dramaturg									
	ask for knee pads (if needed)									
	ask for any needed rehearsal costumes									
	ask for/get rehearsal props & furniture									
	copy SM first rehearsal announcements									
	Ask director pre-rehearsal questions									
	call cast about first rehearsal									
	call designers about first rehearsal									
	inform theatre staff of first rehearsal (meet & greet)									