



2016

Pre-Production Checklist

6/9/16 jks

Version: PRELIM

FIRST CONTACTS/EMAILS

- _____ General Manager
- _____ Director of Productions
- _____ Designers (LX, Scenic, Props)

OBTAIN

- _____ Full company contact
- _____ Housing
- _____ Casting and Staffing
- _____ Duty Assignments
- _____ Tutti Conflicts
- _____ YA Headshots
- _____ Staff Arrivals

What	Who	Fella	Elixir	Roscoe	Music Man
Cut List	Tony				
Recordings	Tony				
Breakdowns	Richard				
Props List	Directors				
Reh. Sched	Richard				
GPs/Renderings	Richard/Jim				

PAPERWORK

- _____ Long Range Schedule
- _____ Master Contact, YA Contact
- _____ Distribution List
- _____ Yearbook
- _____ EAP

What	Fella	Elixir	Roscoe	Music Man
Scene Breakdown				
Minis				
Tech Master				
First NT				
Show Calls				
Bow List				
Check List				

SCORES/SCRIPTS

- _____ Combine musicals
- _____ Copy, Binding preferences from
 - _____ Stage Manager
 - _____ ASM
 - _____ Props
- _____ Print and Bind as requested
- _____ Personal Binders
- _____ Personal Tabs (2x by 8)

- _____ Costumes
- _____ Scenic Designer
- _____ Directors
- _____ DoP
- _____ Titleist
- _____ Wigs

[Score, Contact/Personnel, Calendars/Schedules, Breakdowns, WWW, Runs, Supers/Coro, Reports/Minutes]
 [Scenic, Props, Wardrobe/W&M/U, LX, Sound, SFX/Proj, Orch, Stg. Mgmt]

SHAMES

- _____ Permeant architecture layout
- _____ Check lights
- _____ Trash can
- _____ Extra trash bags

THEATER

- _____ Music Stand and Stand Light
- _____ Director's Choice of Seating
- _____ SM Table, Counter Rake 2x4
- _____ Trash can
- _____ Extra trash bags

SUPPLIES

- _____ Check Tape, order if needed
- _____ Pack of Pads
- _____ Post-its
- _____ Riccola