

SM Preproduction Checklist

Done	Task	Assigned to
Paperwork and Script Work		
	Obtain/Print Hiring Forms	
	Create/Proof/Print/Copy Cast List	
	Obtain Guest Housing Information from Company Management	
	Create/Proof/Print/Copy Local Contact Sheet	
	Confirm Understudies	
	Confirm Understudy Rehearsal Dates	
	Create/Proof/Print Understudy Expectation/Policy Sheet	
	Create/Proof/Print/Copy Performance Schedule	
	Create/Proof/Print/Copy Conflicts Sheet	
	Create/Proof/Print Rehearsal Schedule (Discuss Tech Schedule w/Production Manager, Note any Scheduling Conflicts for Director)	
	Create/Proof/Print/Copy Scene Breakdown	
	Format Costume Flowchart	
	Create/Proof/Print/Distribute Sound Plot	
	Create/Proof/Print/Copy Props List	
	Create/Proof Daily Schedule Template	
	Create/Proof Rehearsal Report Template	
	Create/Proof Performance Report Template	
	Create/Proof Sign In Sheets (Daily and Weekly)	
	Create/Proof/Print First Day Signage	
	Email Payroll Regarding Paperwork Needed from Actors	
	Obtain/Create Staff List	
	Create/Proof/Print/Copy Emergency Contact Cards	
	Create/Print Line Note Blanks	
	Print Desk Copy of Script	
	Obtain/Print/Copy Accident/Injury Forms	
	Assemble Actor/Director/Designer Packets	
	Assemble File Box Information	
	Obtain Scenic and Costume Renderings	
	Obtain Ground Plan (Full Size and 8.5" x 11" minis)	
	Plot Points	
	Create/Proof/Print/Copy Blocking Table for Prompt Script	
	Create Promptbooks	
Distribution (Hard Copies for Posting, Emails to Staff, Cast, and Artistic Team):		
	First Rehearsal Schedule/Daily Call	
	Performance Schedule	
	Cast List	
	Rehearsal Schedule	
	Meet-n-Greet Information	
Meetings and Miscellaneous Scheduling		
	Meet with/Contact Director Regarding Schedule, Conflicts, Special Needs, etc.	
	Schedule Production Meeting	
	Schedule Any Necessary Departmental Meetings (Props, Scenic, Costumes, Sound, Electrics, Effects?)	
	Confirm Fittings and Haircuts for First Day/Week with Costume Shop Manager	

SM Pre-production Checklist

Done	Task	Assigned to
	Confirm Designers in Town for Meet-n-Greet, Design Presentations, Production Meeting	
	Confirm Meet-n-Greet Time with Necessary Staff	
	Confirm First Day Orientation with Necessary Staff	
	Arrange for Delivery of Rehearsal Props, Set Pieces, and Furniture	
	Check with Necessary Staff on Actor, Director, Designer, Playwright Travel Information	
AEA		
	Obtain or Print/Copy AEA Deputy Sheet	
	Obtain or Print/Copy First Rehearsal Questionnaire Forms	
	Obtain EMC Forms (if necessary)	
	Obtain Local Jobber Forms (if necessary)	
	Fill Out LORT-AEA Pre-Production Safety Form w/ Production Manager and Submit	
	Send Cast List, Rehearsal Schedule, Local Contact Sheet, and Completed Deputy Election Form to Equity Office	
	Obtain Applicable AEA Rulebook	
	Obtain Stage Manager Packet and Deputy Packet	
	Confirm Location of Equity Cot	
Rehearsal Hall		
	Clean Rehearsal Hall/Space	
	Inventory Spike Tape	
	Tape Floor	
	Set Up Rehearsal Hall (Chairs and Tables for Read Through)	
	Clean and Label Coffee Cups	
	Set Up/Clean Coffee Area	
	Prep Stage Management Cabinet or Restock SM Kit	
	Post Ground Plans, Costume Renderings, and Research	
	Create Pen/Pencil/Highlighter Cups and Sharpen Pencils	
	Clean/Set Up Prop Tables and Shelves (if needed)	
	Obtain/Set Up Sound Computer and Speakers (if needed)	
	Confirm Piano Tuning (if needed)	
	Obtain Music Stands (if needed)	
	Obtain any Additional Books/Supplies Needed for Rehearsal	
	Prep Water Pitchers, Kleenex, and Cups for Table Read	
Miscellaneous		
	Set up Callboards	
	Create Email Distribution Lists	
	Create SM Info Sheet for First Rehearsal	
	Obtain Petty Cash Check from Business Office and Cash	
	Create/Proof Petty Cash Form	
	Buy Coffee and Rehearsal Supplies	
	Confirm WIFI Availability and How to Get On	
	Obtain Set Model (if available)	