

Pre- Production Checklist

- Read The Play**
- Analyze the Text**
- Meet with the Director**
- Is there anything the Producer can share with you?**

MEETING WITH YOUR ASMs:

- Set yourselves up to get on the Internet and to Print
- Print copies of this list for anyone that needs it.
- Talk about the SCRIPT (who's typing it, etc.)
- Share Information with your ASMs.
- Discuss Staffing for the whole show — including SM team.
- Talk about Casting
- Talk about Rehearsal Structure
- Talk about Rehearsal Space & Schedule
- Discuss any agreement rules, company rules, policies, etc.
- Talk about rewrites & formatting (script page numbers & dates)
- Obtain a full set of ground plans and discuss (Make sure they're in scale!)
- Is there a scenic model?
- Find out about Production meetings
- Confirm First Day Schedule, Production Meeting
- Talk about Branding of the show and how it appears on paperwork.

SETTING UP YOUR SCHEDULING RESOURCES:

- Create Production Calendar
- Obtain approved conflicts

COMMUNICATION: Part 1

- Set deadline for printing the Script
- Email Show Staff Initial Introduction
- Find out about Rehearsal Props, Rehearsal Costumes
- Is there a Dialect Coach? Are there recordings?
- Is there Dramaturgical Information to share?
- Talk about Company Deputy

SETTING UP YOUR TEAM'S INFRASTRUCTURE:

- Create a Dropbox for team and a Dropbox for sharing.
- Create a Conflict Calendar
- Create Cast List
- Create Scene Breakdown
- Create EN/EX Plot
- Create Costume Tracking
- Plan for Costume Fittings
- Create Prop List
- Create Medical Emergency Forms
- Obtain Accident Report forms*
- Create Sign- In Sheets (Tech-crew/ Full Cast)
- Create Line Notes Template

- Create Daily Schedule Template
- Create Rehearsal Report Template
- Organize Supplies
- Create Master Script Electronically
- Create Master Script Hard Copy
- Create SM Prompt Book:
 - Create Blocking Minis
 - Create Blocking Pages
 - Create Blocking Script
 - Create Dividers/Tabs
 - Create Cover/ Spine
 - Create Log Book

REHEARSAL ROOM:

- Tour the Space
- Learn about the keys, heat/ac, cleaning schedule, smoking, lockup, elevators, phone system, and **Evacuation Plans!**
- Sweep & Mop
- Tape out the floor
- Set up appropriate Signage
- Set up Prop Table/Storage place
- Make sure props/space is cleaned!
- Set up rehearsal Costumes if needed
- Set up SM table
- Set up area for Director/Playwright
- Straighten up Green Room if needed
- Set up tables and chairs for DAY ONE
- Check on Craft Services*

COMMUNICATION: Part 2

- WHO TO REACH OUT TO FIRST: "FIRST CALL"
 - Director
 - Asst Director
 - Dramaturg
 - Choreographer/Fight Director
 - Dialect Coach
 - Production Manager
 - Technical Director
 - Set Designer
 - Costume Designer
 - Costume Shop
 - Sound Designer
 - Lighting Designer
 - Props
 - Cast Members
 - Understudies
 - Crew
- "FIRST CALL" to CAST MEMBERS
 - First Day Schedule

- Script Distribution
 - Company Business and Policies
 - Measurements
 - Schedule Distribution (How the schedule is *expected* to work)
 - Dialect
 - Dramaturgy Notes
 - Photographs
 - Holiday Schedule
 - Conflicts
- NIGHT BEFORE EMAIL EVERYONE SCHEDULE FOR FIRST DAY**

PRINTING

- Print Materials from Director/Dramaturge
- Make Script copies as needed
- Print Daily Schedules
- Create Welcome “packets”