



COMEDY OF ERRORS

Day One Checklist

Director: Connie Rotunda
Assistant Director: Emma Philipbar
Production Stage Manager: Christine LaBoy
Assistant Stage Managers:
Kara Hinkley & Caitlin Halvorsen
Production Assistants:
Emily Larkin & Olivia Whalen-Kipp

- Room:
 - Clean room
 - Make sure there are enough tables and chairs set up
 - Set up craft services
 - Hot water, coffee, tea, honey, sugar, cream, mugs
 - Make sure there are welcome packets, pens, pencils, and highlighters at each seat
 - should include: Contact Sheet, Rehearsal Calendar, Production Calendar, Personal Info Sheets (to be turned in by end of day), Wallet Cards, Company Information, Tax Paperwork/ Company Paperwork
 - Tape Down
- Make sure SM team has full understanding of all ground plans
- Have copies of preliminary sound/prop/SFX lists
- Confirm report distribution lists
- Make sure First Aid Kit is updated and fully stocked
- Make sure SM Kit is stocked and locked
- Call board prepped, including posted Daily Call
- Know who will be in attendance, know if any accommodations are necessary
- Make sure those in attendance know where all facilities are
- Make sure Prompt Book is ready to go

FIRST REHEARSAL AGENDA

- My name is Christine.

General Info

- This is where rehearsal will always be.
- Dressing Rooms
- Bathrooms
- In Emergencies go out to Parker Quad
- Craft Services*: Bring your own mugs, lemon, tea etc.

Safety

- Safety comes before anything else!
- Warm up before getting to rehearsals
- First Aid kit is in SM kit & Tool Room
- Fire Extinguisher locations include:
 - Stage left next to downstage exit door

- Stage right next to fire curtain
- Upstage to the left of the garage door
- In the stage right hallway by the double doors of the building
- In the scene shop to the right of the back double doors

Rehearsal

- Breaks- Take them. (5 every 55, 10 every hour & 20)
- Lateness
- Signing In
- Callboard

Paperwork

- Rehearsal Schedule emailed out
- Daily will be emailed everynight
- Weekly sent by Sunday each week.
- All things are subject to change!**
- Conflicts
- Please fill out Production Contact Form & Please Sign Company Rules
- Go through Company Rules *****Need this back**
- Catherine will be coming in to discuss a company deputy