

LIGHTING

- _____ Designer
- _____ Operator
- _____ Spot Operators
- _____ Spots lights (Extra Bulbs!!!!!!!)
- _____ What is in the venue
- _____ Do you need to rent

SOUND

- _____ Designer
- _____ Operator
- _____ Mic Check Early on in the Reh period
- _____ Batteries
- _____ Sound Board
- _____ Amp
- _____ Speakers
- _____ Bluetooth receiver(s)

COSTUMES

- _____ Designer
- _____ Sewers
- _____ Helpers
- _____ Everyone is responsible
for their own costume's health
- _____ Diddy Bags
- _____ Racks
- _____ Hangers
- _____ Storage
- _____ Cast Msrmnts

HAIR AND MAKEUP

- _____ Designer
- _____ Workers
- _____ Space (w power)
- _____ Tables
- _____ Supplies
- _____ Wigs

PROPS

- _____ Own / Rent / Buy
- _____ Storage
- _____ Orderly return or dispose of
- _____ Tracking Ownership
- _____ Don't borrow anything of sentimental value EVER
- _____ Tell loaners "accidents happen, could they be ok with that"

SETS

- _____ Place to Build
- _____ Place to Paint
- _____ Storage temporary and long term
- _____ Who owns what
- _____ Return AND put away
- _____ Throw out disposables
- _____ Tools
- _____ Painting Equipment

VENUE

- Stage Deets
- House Deets
- Concessions
- Reh Availability
- Storage
- Building/ Painting space/times available
- Move-in
- Strike
- Move-Out
- Principal Contact
- Alternate Contact
- Emergency Contact
- HVAC
- Dressing Rooms
- Makeup Area
- Cast/Crew Bathrooms
- Green Room

REHEARSAL SPACE

- Piano
- Time Before and After
- Need to cleanup rearrange furniture
- Overnight prop storage
- Set Storage
- Tape on Floor
-
- Orch reh space
- Stands/Chairs
- Lighting

ADVERTISING

- Graphics
- Posters
- Free Press
- Radio
- Purchased Ads
- Billboards (knudsons etc.)
- Word of Mouth
- Churches
- Facebook
- Twitter
- Website
- Lawn Signs

PROGRAM

- Cast
- Orchestra
- Ads
- Shoutouts
- List of Scenes/Songs
- Donation Solicitation
- Donor Page
- Director's and/or producers note
- Executive Director's Note