

Little Theatre on the Square

Prep Week

To Do/Call

- Scripts to Designers, Directors
- Tabs in Script
- Call Noel/Get Groundplans
- Label Tornado Key/make sure still in box office

Paper Work

- Company Policy Manual
- Cast List
- Local contact sheet
- Rehearsal Schedule
- Performance Schedule
- Emergency Info Sheet
- Sign In sheet Rehearsal
- Sign in Sheet performance
- Plot Ground Points
- Prep and Pre-mark script
- Make Script assignment form
- Daily report forms
- Song Order
- Spike tape maps -5 or 6
- Wallet cards
- Callboard labels
- Dressing room signs
- Entrance/ Exit form
- Deputy/SM packets
- Put together Welcome Packet:
 - Calendar
 - Sample Changeover
 - Company Policy Manual
 - Info Sheet
 - Wallet Card
 - Phone List
 - Emergency Info

Building Prep

- Remove doorway?
- Set up Production tables
- set up chairs
- all other chairs to Studio B – count
- set up Piano
- Music stands
- Locate brooms and mop – or buy
- Get thermostat key – show all how to use
- Get building keys for all
- Set up Callboard

- First Aid kit for Rehearsal Hall, check expiration dates
- Boom Boxes/system working
- Prepare Ice bags in freezer
- Repaint floor?
- Tape in permanent curve
- Tape out set
- Water Pitchers
- Trash cans
- Post CPR/first aid info?
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Office

- check office supply inventory
- Order spike tape as necessary
- Track down glow tape
- Numbers for floor
- garbage cans
- Boxes Kleenex
- 2 rolls paper towels
- post song order
- post spike tape maps
- Go through all rehearsal props
- post drawings & renderings
- Post phone list by phone

Wardrobe

- Kneepads

Distribute

- Cast List
- rehearsal schedules
- performance schedules
- contact info
- wallet cards
- Rehearsal Hall info
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Personal:

- Install scanner
- Portable printer
- Close out MY WAY
- Close out MUSIC MAN
- Purchase/find CDs for Pirates, I Love, Grand
- Blocking Key
- Scenes/Songs Blocked Page

For later this summer:

- have Pirates scripts copied for actors
- How many Grease scripts are clean/usable?

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Tech Prep

Paperwork

- Dressing room signs
- Preshow and postshow checklists
- Run sheets
- Costume change lists
- Changeover Schedule
- Changeover crew assignments

Theatre

- Hang signs
- Prep callboard
- first aid boxes both sides of stage—primary one
stage left, check expiration dates
- set up ice in shop freezer
- Valuables Bags
- Glow tape page (precut)
- Spike stick/rolls
- Sharpies
- Walkie Talkie to House Mgr.