



# PREPRODUCTION CHECKLIST

DOCUMENTS		TASKS	
	Production Calendar		Sign Contract
	Contact Sheet		Read Script (Twice)
	Sign In Sheet		Tape Out Space
	Scene Breakdown		Meet with Production Manager
	Rehearsal Report Template		- Access to Show's Cloud
	Performance Report Template		- Digital Ground Plan
	Daily Call Template		- To-Scale Physical Ground Plan
	First Rehearsal Daily Call		- Special Schedule Considerations
	Emergency Information Form		- Additional Theatre-Specific Info.
	Blocking Script		Attend First Production Meeting
	AEA Ballots and Deputy Form		Meet with Director
	Send Welcome Email to Cast		- Rehearsal Schedule
	- Production Calendar		- Warning for Breaks
	- First Rehearsal Daily Call		- Vision for the Show
	- Contact Sheet		- Rehearsal Room Setup Needs
	- Additional Theatre-Specific Info.		Set Up Tables/Chairs for First Rehearsal
	- Fun Question for Response!		Inventory Supplies & Request Restock
	Spike Plot (from Ground Plan)		Create Email Distribution Lists
	Preliminary Prop List (from Script)		- Reports
	Preliminary Sound Cue List (from Script)		- Daily Calls
	Mini Ground Plans		Request Rehearsal Costume Pieces
	Blocking Slip Sheets		Request Rehearsal Props & Furniture
	Wallet Cards		
	Assemble Actor Packets		
	- Scripts		
	- Production Calendar		
	- Emergency Information Form		
	- Scene Breakdown		
	- Wallet Card		
	- Theatre-Required Information		
	- Theatre Specific Information		

**REMEMBER:**

*Not all shows will need all items.  
Items do NOT have to be done in this order.*