



Directed by

Choreography by

Music Direction by

Performances:

Show Title

Theatre Company

Contact Sheet

Creative Team

[illegible]

Cast

[illegible]

Stage Management

<i>Name</i>	<i>Role</i>	<i>Phone #</i>	<i>Email Address</i>




Directed by

Choreography by

Music Direction by

Performances:

Show Title		Theatre Company		Contact Sheet
Orchestra				
Crew				
Company/Production Management				
Adminstration				
Scenic				
Props				



Directed by

Choreography by

Music Direction by

Performances:


Show Title	Theatre Company	Contact Sheet
Electrics		
Sound		
Cosrtume/Wigs		
House Management/Box Office		
Actor's Equity Association		
KEY		
* = Members of AEA		

Show Title Production Calendar


MONTH												
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
					<div>KEY:</div> <table><tr><td>Reh.</td><td>Perf.</td><td>Tech</td></tr><tr><td>Misc</td><td>Dark</td><td>Dress</td></tr></table>		Reh.	Perf.	Tech	Misc	Dark	Dress
Reh.	Perf.	Tech										
Misc	Dark	Dress										

Show Title Production Calendar

MONTH												
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
<div>KEY:</div> <table><tr><td>Reh.</td><td>Perf.</td><td>Tech</td></tr><tr><td>Misc</td><td>Dark</td><td>Dress</td></tr></table>							Reh.	Perf.	Tech	Misc	Dark	Dress
Reh.	Perf.	Tech										
Misc	Dark	Dress										



Show Title Daily Call

Date	Where	What	Who's Called
Date			
Additional Notes:			
Fun Fact:			
			



Show Title

Theatre Company

Rehearsal Report- x/x/xxxx

Date:	Who's Called:
Location:	
Director:	
Choreographer(s):	
Music Director:	
Stage Manager:	
Assistant Stage Manager(s):	
Today's Rehearsal:	
	Absent/Late:
	Start:
	Breaks:
	End:

General:

Props:

Set/Scenery:

Lighting:

Sound:

Costumes:

Hair/Makeup:

Choreography:

Stage Management:

Administration:

Next Rehearsal:

BREAK

5 MINUTES UNTIL BREAK

10 MINUTES UNTIL BREAK

Show Title **Blocking Key**

= stage right	= enter	=
= stage left	= exit	=
= upstage right	= table	=
= upstage left	= stands	=
= downstage right	= sits	=
= downstage left	= chair	=
= center stage right	= bed	=
= center stage left	= pick up	=
= downstage left of center	= puts down	=
= downstage right of center	= steps down	=
= center	= to	=
= cross	= away/from	=
= stairs	= between	=
= door	=	=
= towards each other	=	=
= cross each other	=	=
= up	=	=
= down	=	=
=	=	=

Show Title Production Meeting: x/x/xxxx

Start Time:

End Time:

In Attendance:

Attending Virtually:

General Notes:

Stage Management:

Set/Scenery:

Electrics:

Sound/Music:


Costumes:

Props:



Hair & Makeup:

Next Production Meeting:



<div>Title of Show:</div> <div>Props List & Preset List</div> <div></div>									
Theatre Company									
Directed by:									
Set Design by:									
Stage Manager:									
Properties Master:									
Technical Director:									
PRELIMINARY PROPERTIES LIST									
PG. #	PROP	QUANTITY	CHARACTER	ACTOR	Have It?		Any prep needed?	STATUS	NOTES
					Reh.	Show			

<div>Title of Show:Props List & Preset List</div> <div>shani mith</div>									
Theatre Company									
Directed by:									
Set Design by:									
Stage Manager:									
Properties Master:									
Technical Director:									
PRELIMINARY PROPERTIES LIST									
PG. #	PROP	QUANTITY	CHARACTER	ACTOR	Have It? Reh. Show		Any prep needed?	STATUS	NOTES


<div>Title of Show:</div> <div>Props List & Preset List</div> <div></div>									
Theatre Company									
Directed by:									
Set Design by:									
Stage Manager:									
Properties Master:									
Technical Director:									
PRELIMINARY PROPERTIES LIST									
PG. #	PROP	QUANTITY	CHARACTER	ACTOR	Have It? Reh. Show		Any prep needed?	STATUS	NOTES
<div>Created by A. Smith</div> <div>*subject to change*</div> <div>Rev 1:</div> <div></div>									



<i>Show</i>		Props Checklist				Theatre Company			
Item	Quantity	Check							
Onstage									
SR Props Table									



<i>Show</i>									
Props Checklist									
Theatre Company									
Item	Quantity	Check							
SL Props Table									



Show

Props Checklist


Theatre Company

Item	Quantity	Check							
US Shelf									

Created by A. Smith

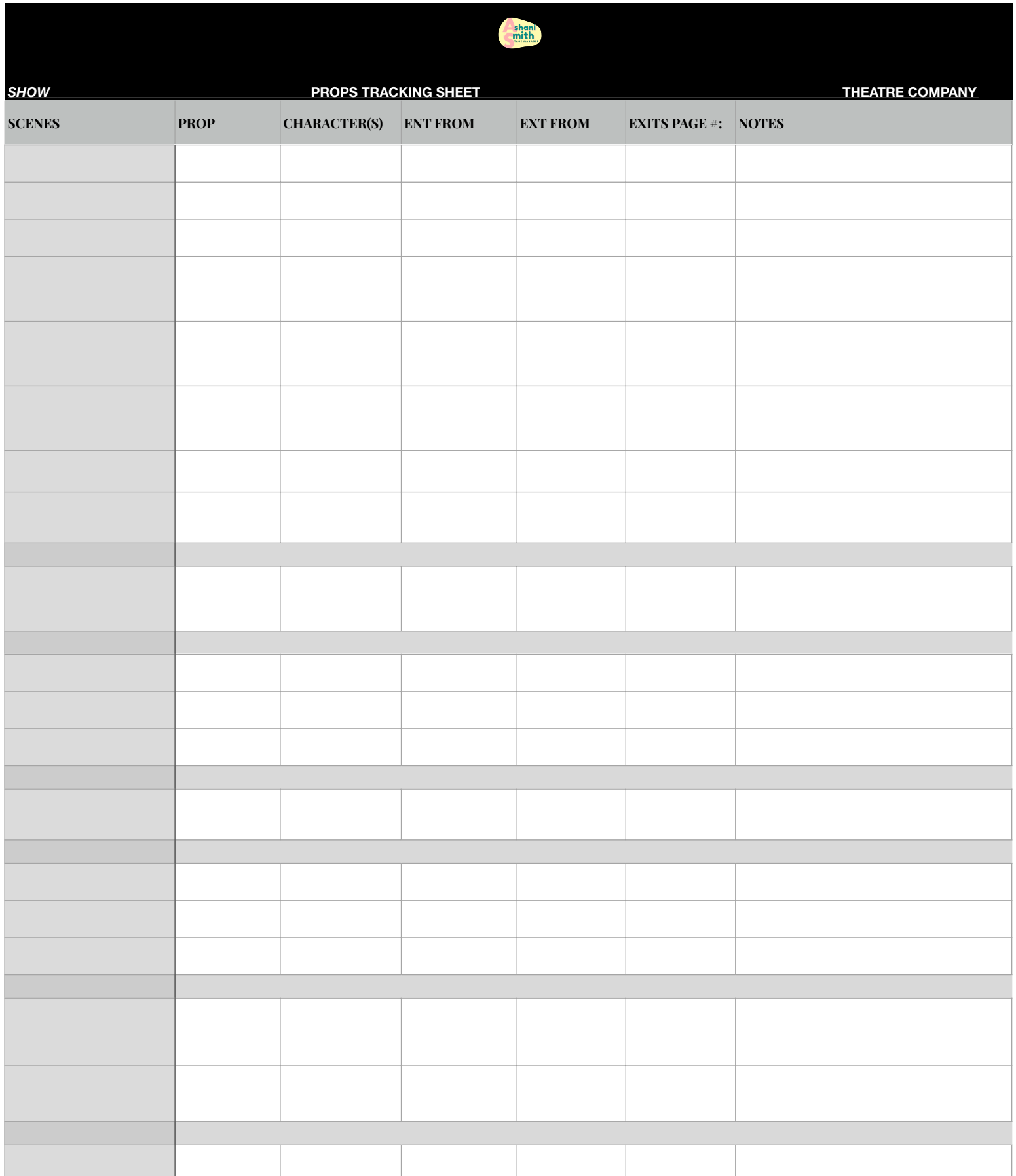
subject to change

Rev 1:





SHOW						
PROPS TRACKING SHEET						THEATRE COMPANY
SCENES	PROP	CHARACTER(S)	ENT FROM	EXT FROM	EXITS PAGE #:	NOTES
TOS PRE-SET						
INTERMISSION PRE-SET						
Perishable/Consumables						
ACT 1						
ACT 1, SCENE 1						
ACT 1, SCENE 2						
ACT 1, SCENE 3						
ACT 1, SCENE 4						





SHOW						
PROPS TRACKING SHEET						THEATRE COMPANY
SCENES	PROP	CHARACTER(S)	ENT FROM	EXT FROM	EXITS PAGE #:	NOTES
ACT 2						
ACT 2, SCENE 1						



SHOW	PROPS TRACKING SHEET					THEATRE COMPANY
SCENES	PROP	CHARACTER(S)	ENT FROM	EXT FROM	EXITS PAGE #:	NOTES

Created by A. Smith

SUBJECT TO CHANGE

Rev 1:



[illegible]

Theatre/Company

Title of Show
Spike Chart



Spike Tape Color	Set Piece/Unit/Prop	Where	Character and/ Crew
Act, Scene, Transition			
Spike Color			
Spike Color			
Act, Scene, Transition			
Spike Color			



Show Title					
RUN SHEET			Theatre Company		Rev. 1
Pg. #	TIME	WHO	WHAT	WHERE	NOTES
PRE-SHOW					
PSM		ASM	ASM or PA		Crew
HALF HOUR					
PLACES					

[illegible]



<i>Show Title</i>					
RUN SHEET			Theatre Company		Rev. 1
Pg. #	TIME	WHO	WHAT	WHERE	NOTES
AFTER "Music and the Mirror"					



Show Title		RUN SHEET		Theatre Company		Rev. 1	
Pg. #	TIME	WHO	WHAT	WHERE	NOTES		
POST SHOW							
PSM		ASM	ASM or PA		Crew		
THANK YOU ☺							





Show Title

Theatre Company

Performance Report x/x/xxxx

Date:	
Where:	
Director:	
Choreographer(s):	
Music Director:	
Stage Manager:	
Assistant Stage Manager(s):	Who's Called:
Today's Performance:	Absent/Late: N/A
Act I Up:	Act I Down:
Intermission Start:	Intermission End:
Act II Up:	Act II Down:
General:	
Health/COVID:	
Set/Scenery:	
Props:	
Lighting:	
Sound:	
Costumes/Hair/Makeup	
Theater Space:	
Choreography:	
Stage Management:	
Administration:	
Next Performance:	

