

Checklist for Production Meeting

General Issues and Scheduling:

Have I gotten a copy of my rehearsal schedule to staff/updated the calendar?

When can I get a copy of the script to techs running the show?

If the scripts are revised have you given a revised script to the Techs running the show?

Specific Stage Design, Extra Tech Help, Etc.:

What kind of media would I like? Music, video, sound effects, etc.?

Do I need someone to run said media? Is this something a cast member can do or a 390 student or a Kleinau staff member needs to do?

Do I have/want a photographer for dress rehearsal during tech week?

Do I have any special requests for video documentation of the show?

Would I like the staged painted for the run of the show if possible?

Do I need anything special with the curtains or the screen?

Do I need help constructing a set piece/hanging something?

Do I need to paint boxes or other set pieces?

Do I need something built or borrowed from the Theatre department if it is that necessary to the performance?

Am I going to make a mess on stage? What do I need to do to help clean it up? Brooms, mops, sponges, etc.

Lighting questions:

What is the mood of the show?

Color palette? Soft or hard edges? Shape of lights (i.e. pools, squares, etc.)

When would be a good time for the production staff to see the show prior to hanging/focusing lights?

How active would you like to be in lighting design/hanging/programming?

Special requests? Like specific GOBO lighting filters, small floor lights, side lighting, etc.?

Things to avoid/ BIG OLE NO-NOS!:

No Glitter being thrown around, body glitter is cool.

Avoid glass, or breaking things on stage that could possibly harm the cast, the audience, the staff, or the theatre in general.

Making a mess and not cleaning it up, or assuming the Kleinau Staff will do it.

Avoid bringing food or drinks in here that could stain, destroy, or otherwise hurt the theatre space.

Covered water bottles are cool are fine. But if you do make a mess clean it up immediately or let us know ASAP.

No food garbage in the big trash cans in the shop; throw any food garbage in the trash cans in the hall.

Don't leave stuff in the theatre (unless they are specific to the show) lying about unorganized. Take everything home with you after the strike or throw it away.

If you don't know if something is illegal, dangerous, life harming, etc. to do in your show, just ask the staff, Rebecca, or your faculty advisor.