

Prep Week Schedule

Dir: Claire Choquette

PSM: J. Ko

SM: D. Beckstrom

ASM: E. Studley M. Norton

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10
Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8-Jan	9-Jan	10-Jan	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan
Start!!!							Music Reh	Final Check-in	Check-In with Mentors
Company Guidelines	Log Book	Daily Schedule	Spike Plot	Performance Report Temp	Welcome Packet	Blocking/Calling Key	Print Night	Review all paperwork	
Block Calendar		Tech & Performance Schedule	Tech Plot	Rehearsal Report Temp		Blocking Slip Sheet			
Contact Sheet	Prelim Props List	Deck Rail	Deck Rail	Deck Rail	Weapons Tracking	Props Slip Sheet		Line Change & Notes	
Page Scene Breakdown	Page Scene Breakdown	Props Tracking	Props Tracking	Props Tracking		Finish Contact Sheet		Props Preset	
Cast List	Who What Where	En/Ex Plot	En/Ex Plot	En/Ex Plot	Headshot Sheet	Costume Slip Sheet		Sign In	
Fitting Schedule		WWW	WWW		Performance Sign	Finish Headshot Sheet		Costume Preset	
Character Scene Breakdown	Character Scene Breakdown	Costume Tracking	Costume Tracking	Costume Tracking	Rehearsal Sign				
TAPE OUT?									
TUESDAY 1/21 - START STAGING									

KEY	Jamie/Della	Ella	Molly	ALL
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Prep Week Task List

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JAMIE/DELLA	
Schedule	Status
Daily Schedule	T
Tech/Perf Schedule	
Rehearsal Report Template	T
Performance Report Template	T
Block Calendar	X

Company	Status
Company Guidelines	
Welcome Packet	

Log Book	Status
Rehearsal Log	
Tech Log	
Performance Log	
Label & Bind Rehearsal Log	
Bind the Log	

Blocking Book	Status
Blocking Key	
Blocking Slip Sheets	

Scenic	Status
Spike Plot	
Tech & Performance Plot	

ELLA	
Props	Status
Preliminary Props List	
Props Preset Sheet	
Props Tracking	
Props Slip Sheet	
Weapons Tracking	

Scenic	Status
Page/Scene Breakdown	
Deck Shift Master	

Company	Status
Contact Sheet	

Script	Status
Line Change Record	
Line Notes Template	

Rehearsal Studio	Status
This will be a group activity!	
Tape Out	
Count Tables/Chairs	
Check Lights	
Check First Aid Kit	
Arrange Props Tables	

MOLLY	
Costumes	Status
Costume Plot	
Costume Preset	
Costume Tracking	
Costumes Slip Sheet	
Fitting Schedule	

Company	Status
Cast List	
Headshot Sheet	

Breakdowns	Status
Character Scene Breakdown	
Entrance Exit Plot	

Other	Status
Sign In (QR)	
Rehearsal In Progress Sign	
Performance in Progress Sign	

Status Key	
Template Created	T
Working	W
Complete	X

STRAWBERRY FIELDS
& Gianni Schicchi

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SHOW LOGO	
COMPANY LOGO	

FONT	Avenir Next LT Pro
SIZE	12
COLOR	#a81e30
	#BEA8A7
	EEC0C6

STRAWBERRY FIELDS

& Giovanni Schicchi

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TITLE
HEADER
SUBHEADER



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