

## Worksheet 1 - Show Info

- **Show Name:** \_\_\_\_\_
- Where: \_\_\_\_\_
- When: \_\_\_\_\_
- Producer: \_\_\_\_\_
  - Media (Social, Print, Air, Grassroots) Marketer: \_\_\_\_\_
  - Graphic Designer: \_\_\_\_\_
- Production Manager: \_\_\_\_\_
  - Liaison: \_\_\_\_\_
  - Contact(s): \_\_\_\_\_
- Stage / Floor Manager: \_\_\_\_\_
- Board Operator: \_\_\_\_\_
- Show Order
  1. \_\_\_\_\_ Director: \_\_\_\_\_
  2. \_\_\_\_\_ Director: \_\_\_\_\_
  3. \_\_\_\_\_ Director: \_\_\_\_\_
  4. \_\_\_\_\_ Director: \_\_\_\_\_
  5. \_\_\_\_\_ Director: \_\_\_\_\_
- Master of Ceremonies: \_\_\_\_\_
  - Barker: \_\_\_\_\_
- Videographer: \_\_\_\_\_
  - Editor: \_\_\_\_\_
  - Streamer: \_\_\_\_\_
- Sound Designer: \_\_\_\_\_
  - Recorded SFX: \_\_\_\_\_
  - Foley Master: \_\_\_\_\_
    - Foley Artist: \_\_\_\_\_
    - Foley Artist: \_\_\_\_\_
    - Foley Mixer: \_\_\_\_\_
  - Musical Director: \_\_\_\_\_
    - Musician: \_\_\_\_\_
    - Musician: \_\_\_\_\_

○ Sales Table Manager: \_\_\_\_\_

■ **Friday**

- Set up crew
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
- start - 12 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 12 pm - 3 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 3 pm - 6 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 6 pm - end
  1. \_\_\_\_\_
  2. \_\_\_\_\_

■ **Saturday**

- start - 12 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 12 pm - 3 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 3 pm - 6 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 6 pm - end
  1. \_\_\_\_\_
  2. \_\_\_\_\_

■ **Sunday**

- start - 12 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 12 pm - 3 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- 3 pm - 6 pm
  1. \_\_\_\_\_
  2. \_\_\_\_\_
- Take down crew
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_





## Worksheet 3 - Tech Assignments

● **Show Name:** \_\_\_\_\_

○ Board Operator: \_\_\_\_\_

■ Foley Board Operator: \_\_\_\_\_

■ Light Board Operator: \_\_\_\_\_

■ Recorded SFX Board Operator: \_\_\_\_\_

○ Location Tech Contact: \_\_\_\_\_

■ Location Techs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

○ Videographer: \_\_\_\_\_

■ Editor: \_\_\_\_\_

■ Streamer: \_\_\_\_\_

○ Load In

1 \_\_\_\_\_

4 \_\_\_\_\_

2 \_\_\_\_\_

5 \_\_\_\_\_

3 \_\_\_\_\_

6 \_\_\_\_\_

○ Stage Setup

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

○ Foley Setup

1 \_\_\_\_\_

2 \_\_\_\_\_

○ Wiring Setup

1 \_\_\_\_\_

3 \_\_\_\_\_

2 \_\_\_\_\_

4 \_\_\_\_\_

○ Music Setup

1 \_\_\_\_\_

○ Speakers / Lights Setup

1 \_\_\_\_\_

2 \_\_\_\_\_

○ Front of House Setup

1 \_\_\_\_\_

2 \_\_\_\_\_

○ Load out

1 \_\_\_\_\_

4 \_\_\_\_\_

2 \_\_\_\_\_

5 \_\_\_\_\_

3 \_\_\_\_\_

6 \_\_\_\_\_

## Worksheet 4 - Panels

- Panel Name: \_\_\_\_\_
  - Where: \_\_\_\_\_
  - When: \_\_\_\_\_
  - Topic: \_\_\_\_\_
  - Moderator: \_\_\_\_\_
  - Speakers  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Outside of rehearsal meeting time
    - Where: \_\_\_\_\_
    - When: \_\_\_\_\_
- 

Not all of these items will be needed or available for every show and each sheet should be tailored to the performance. But if the director gives a direction it should be put here, in clear concise language. If there's something that needs to be remembered, it should be listed here. ALL NEEDED INFORMATION should be kept here.

Email updates should be sent out to all cast and crew about changes made. Emails of cast and crew can be found on the Google Sheet for ARTC Contacts. Floor Managers must have access to this document. If you don't please ask for the document to be shared with you. Changes include, but are not limited to:

- when casting is done
- when rehearsal is moved
- when collecting badge information
- when call time is decided
- when technical assistant duties are assigned

Try to keep people informed without overwhelming their inbox.