

Producer	Stage Manager	Director	Scenic Design	Costume Design	Sound Design	Lighting Design	Actor
<p>Lead the entire team! Use your design team in particular to help with all production needs.</p> <p>Opening rehearsal statement and closing rehearsal statement, daily. Begin with the goals for the day that you have set, and close with accomplishments and announcements.</p> <p>Create a website that includes headshots of everyone on the team.</p> <p>Create a way for people to purchase or reserve tickets online. Include this in the press release.</p> <p>Write press release and email them out to at least 3 local</p>	<p>Send a rehearsal report email each day to the entire design team as well as all playwrights, and copying Carol, on what was accomplished and what needs to happen.</p> <p>Work with the Producer to accomplish all tasks on the production list.</p> <p>When in tech and production, be on headset at all times and lead the team on the stage floor.</p> <p>BOOK: Have all plays scripts in a binder, in order, prepared with ALL cues written.</p>	<p>Work with the playwright and the actors on making changes and edits that will help make the play the best it can be.</p> <p>Help actors create blocking for the play.</p> <p>During runs, take notes on how/where/why actors and designers can improve. Give these notes at the end of each run.</p> <p>Work with the various designers to make sure all of the elements for your play come together: scenic, costume, sound, lighting. Communicate with designers regularly about needs for the show.</p>	<p>Collect and/or build all props and scenery items necessary for all plays in your showcase.</p> <p>Create a spreadsheet listing all the pieces needed for each play to be shared with the whole team so that we can use all of our resources.</p> <p>Use the same spreadsheet as the other scenic designer. Note any doubles in props or scenic elements.</p> <p>Create a timeline that shows the transitions from scene to scene and show to show.</p> <p>Supporting the stage manager, help lead a team through clean transitions from scene to scene</p>	<p>Create 8 1/2 x 11 sketches of every costume you are designing.</p> <p>Create a spreadsheet listing all the pieces needed for each costume to be shared with the whole team so that we can use all of our resources.</p> <p>Make a list of pieces that will still need to be purchased. Price these out on Amazon.</p> <p>Sew at least TWO pieces to be used for the performance. At least one of these pieces should light up! Bonus if both of them do!</p>	<p>Read about QLab online to gain understanding of the program you will use to run sound.</p> <p>Visit each play consistently. Meet with each director and go through the script for where sounds need to be.</p> <p>Practice running sounds at rehearsals.</p> <p>BOOK: Have all plays scripts in a binder, in order, prepared with sound cues written.</p>	<p>Read manual to gain understanding of the program you will use to design lights</p> <p>Visit each play consistently. When their blocking is in a solid place, begin to create small sketches in your scripts for where lights will need to be.</p> <p>BOOK: Have all plays scripts in a binder, in order, prepared with script sketches.</p>	<p>Work with director and playwright on making changes and edits that will help make the play the best it can be</p> <p>Work with director on blocking</p> <p>Memorize lines and blocking</p> <p>Help support all designers with their requests.</p> <p>Perform!</p>

<p>newspapers.</p> <p>Design and create the program.</p> <p>Design and create tickets.</p> <p>Create 1 minute videos that will play before each play. See production folders for examples from the past.</p> <p>Support each play. If people are absent, lead the design team to help support each play.</p> <p>When NOT doing any of the above, observe rehearsals and take notes on progress each play is making.</p> <p>When in tech and production, be on headset at all times and lead the entire team.</p> <p>During runs on Fridays, take notes about what still needs to happen. Give notes to the team</p>			<p>and show to show.</p> <p>Build at least TWO pieces to be used for the performance. At least one of these pieces should light up! Bonus if both of them do!</p>				
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at the end of each run.

BOOK: Have all plays scripts in a binder, in order, prepared with ALL cues written.

Call the show!  
Run the show and troubleshoot through any problems. The show must go on!

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