Daily Call

(Name of show)
(Name of company)
Director:
Stage Manager :

Daily Call #1

Notes and Reminders:

Looking Ahead *(subject to change)*
Tomorrow's Schedule

Today's Schedule			
Time	What	Where	Who
	End of Day 👋		

Company First Calls					
(Director)		(actor)		(actor)	
(Stage Manager)		(ASM)		(ASM)	

Late (L) / Conflict (C) / Early Leave (E) / Not Called (NC)
*Red text indicates you will be swinging/understudying on the specified day! Thank you!

,SM

Rehearsal Report

Rehearsal Report

Start Time:	Location:	Date:	Breaks:	Show:
End Time:				

Incidents/ Injuries:	Schedule:	Rehearsal Breakdown:
	Today:	•
	Next Up:	

DEPARTMENT	STATUS	Notes:
General	No Notes ⌄	1.
Costumes	No Notes ⌄	1.
Props	No Notes ⌄	1.
Sets	No Notes ⌄	1.
Lights	No Notes ⌄	1.
Video	No Notes ⌄	1.
Sound	No Notes ⌄	1.
Stage Management	No Notes ⌄	1.
Front of House	No Notes ⌄	1.
Admin/ Management	No Notes ⌄	1.
Misc/ Maintenance	No Notes ⌄	1.
Director	No Notes ⌄	1.

Attendance:
Key: NC= Not Called L= Late (unexcused)   ED= Early Departure LA= Late Arrival (excused conflict) C=Conflict A=Absent H=Here

PSM:
SM:

Production Meeting Notes

Production Meeting Notes
Loc:
Production:
Meeting Number
Time:
Date:

Location :	Attendees: Missing:	Goals:
Notes: ●	Questions: 1.	Lighting: ●
Concepts: 1.	Sound: ● ●	Sets: ●
Props: ●	Costumes: ●	Music: ●
Video/Projection: ●	SuperTitles: ●	

Contact/ Conflict Sheet

Production:

Actors:	Conflicts:

Crew:	Conflicts:

Designers:	Conflicts:

Orchestra:	Conflicts:

| | |
| | |

Pre-set List

Top of show:

Location of Preset	Items at Location	Person responsible to preset
SR:		
SL:		
On Stage		
Alcove HR		
Alcove HL		

Intermission:

Location of Preset	Items at Location	Person responsible to preset
SR:		
SL:		
On Stage		
Alcove HR		
Alcove HL		

Actor and Scene Tracking

Name of Show

Scene:	Actors:	Notes:
(Act, Scene).	*Scene breakdown -musical numbers italics -pages number in () -actor names in bold	● Set/ Transition notes

Costume Tracking Sheet

Costume Tracking:

Character:	Friday Cast:	Saturday Cast:
*For Saturday this track is played by the same actor in the prologue as Mickey		

Props Tracking Sheet

Props Tracking:

Scene:	Prop:	Actor/SM/ASM:	Start Loc:	End Loc:
		1.		
		1.		1.
		1.	1.	1.
		1.	1.	1.
		1.	1.	1.