

FordLAB 2026 Run of Show (ROS) Checklist

Congratulations on joining the 2026 FordLAB cohort! While every show is different, the production team has compiled this checklist for you to reference as you build your *Run of Show* (ROS). If you have questions outside of this checklist, please connect with your Production Manager.

- First Half
 - How long is the first half of your show in its entirety?
 - How many artists are on the first half of your show?
 - Do you have an MC (Master of Ceremonies) or Host? And how many times will they be talking?
 - Please see an example of a first half run down below:
 - FIRST HALF (54 minutes)
 - Host Welcome (5 minutes)
 - Opening Act (15 minutes)
 - Stage Crew Changeover to First Act (4 minutes)
 - First Act (30 minutes)
- Intermission (20 minutes)*
 - All FordLAB shows will have a 20 minute intermission
- Second Half
 - How long is the second half of your show in its entirety?
 - How many artists are on the second half of your show?
 - Do you have an MC (Master of Ceremonies) or Host? And how many times will they be talking?
 - Please see an example of a second half run down below:
 - SECOND HALF (79 minutes)
 - Host Welcome Back (5 minutes)
 - Second Act (25 minutes)
 - Stage Crew Changeover to Third Act (4 minutes)
 - Third Act (45 minutes)
 - If your show is on a weeknight or Saturday night, your show should end by 10:30 PM. If your show is on a Sunday night, your show should end by 10:15 PM.

Other important things to consider while you draft your run of show:

- Does your show have a pre-show and intermission playlist? If so, please get that to your production manager 36 hours in advance of your show.
- Will your team take a post-show team photo? If so, please note that you cannot bring patrons or other individuals from the audience up onto the stage to join this picture.

Your run of show is a document should include your artists and set times. If you would like, you can add important lighting notes to a run of show to help the lighting team

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match the artists songs or pieces to specific lighting notes. Please try and keep your run of show as straightforward as possible.