

# Encountering Chekhov

## Prep Week To-Do List

Elizabeth - SM		Bree - ASM	Lynette - ASM
Paperwork		Rehearsal Prep	Rehearsal Prep
Prep Week To-Do List	Daily Schedule Template	Running Order	Scene Breakdown
Production Calendar	Rehearsal Report Template	Sign-In Sheet	Wallet Cards
Actor Calendar	Performance Report Template	Backstage Signs	Valuable Bags
Cast List	FOH Info Sheet Template	Props	Costumes
Meet w/ Director	Lighting	Shift Plot	Wardrobe Running Sheet
Breaks	Notate Lighting in Script		
Rehearsal Schedule	Meet w/ LD		
Rehearsal Room Set-Up	Confirm Call Book Format		
Contacts	Sound	Team Assignments	
Create Email Groups	Notate Sound in Script	Set Up Call Board	Print Scripts
Distribution List	Meet w/ Sound Designer	Call Board Labels	Assemble Actor Packets
Contact Sheet	Prelim Cue Sheet		
Rehearsal Prep			
Email Actors			
Distribute 1st Daily Schedule			