

Production Checklist

The role of the Production Manager (or Producer) is to staff all the roles necessary to produce the show so that each task is completed, and to resolve production issues. There is quite a bit of follow-up and there are some tasks that are the responsibility of the Production Manager(s). This checklist is used by the Production Manager(s) to ensure all tasks are completed. It is often a good idea that two people assume the Production Manager role splitting it between outward facing (front of house and communications) and inward facing (sound, lights, set). Either or both can make sure the auditorium is ready for patrons.

When	What	Who Performs	To Whom / Notify
As soon as Production Manager assumes the position	Begin the search to secure key production staff (see list at end)	Production Manager and/or Director	Board for assistance
4-6 weeks before auditions	Prepare the basic info for the audition announcement: Character list; show description; dates & times; process for signing up	Production Manager and/or Director Secretary Publicity Manager	Secretary who will put it in the standard notification format and distribute to the Auditions email list. Publicity Manager will do the same for social media, boards, and print
2 weeks before auditions	Finalize key production staff (see list below) Get keys from House Manager as needed for production staff Reminder audition email notice out (may send one at 4 weeks if original sent out at 6 weeks)	Production Manager and Director House Manager Secretary	Board Key staff below as needed Audition email list

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Audition time period	<p>Participate in audition process</p> <p>Contact cast and not cast with decision</p> <p>Ensure cast gets scripts – no use of pen for musicals</p> <p>Produce cast and crew list with contact info.</p>	Production Manager and/or Director and/or Stage Manager	<p>Auditioners</p> <p>Cast and Key Production Staff</p> <p>Board Box Office Manager Cast and crew</p>
Few weeks before rehearsals start	<p>Rehearsal Schedule (Stage Manager or AD maintains going forward)</p> <p>Make (enlarged) script copies or pdf.</p> <p>Work with Master Carpenter to schedule workdays (this will occur through set build)</p>	<p>Production Manager or Director/AD or Stage Manager</p> <p>Production Manager</p> <p>Production Manager Master Carpenter</p>	<p>Board Cast and crew</p> <p>Key production staff as requested</p> <p>Secretary for email notice</p>
Right when rehearsals begin	<p>Coordinate for publicity (poster photos; head shots; promo photos; social media plan) – as needed including cast hometowns</p> <p>Acquire photo link from photographer</p>	<p>Production Manager working with the Publicity Manager who will coordinate poster/post card deliverables and press releases</p> <p>Production Manager</p>	<p>Stage Manager to put on the schedule and coordinate with cast and director</p> <p>Coordinate with costumes for photos</p> <p>Social Media Manager</p> <p>Publications for newsletter</p>

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6 weeks before opening	<p>Send notice to cast and crew for bios</p> <p>Schedule head shots</p> <p>Secure Head Usher and Box Office Manager</p>	Production Manger	<p>Publications and Stage Manager for follow-up</p> <p>Stage Manager to notify cast</p> <p>Board for assistance</p>
Once set build and rehearsals start	<p>Check in regularly to see if anything is needed or changed. Resolve issues. Keep communicating.</p> <p>Monitor set build.</p>	Production Manager	Depends on the issue, need, or change
4 weeks before opening	<p>Provide program book detail info. (See Program Book Checklist)</p> <p>Follow-up with Key Production Staff to check on staffing (see info at end)</p>	<p>Production Manager</p> <p>Production Manager</p>	<p>Publications Manager</p> <p>Secretary (if a notice for staffing is desired)</p>
2 weeks before opening	Ensure SD verifies that all incidental music is under BMI or ASCAP license	Sound Designer	Production Manager
1 week before opening	Follow-up with House Manager regarding cleaning and other prep. Make sure there are plans to have the auditorium ready.	Production Manager	House Manager
After opening	Arrange for cast party	Production Manager	Cast and crew
During strike	Collect scripts (ensure no marking) and return (for musicals), and those keys loaned out	Production Manager	Cast and crew

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Key Production Staff:

Front: Head Usher, Box Office Manager

Back: Assistant Director*; Stage Manager*; Technical Director, Set Designer, Master Carpenter, Lighting Designer, Sound Designer, Props Mistress/Master; Set Dresser, for musicals: Music Director, Choreographer

*often one in the same

Supporting Staff:

Front: Ushers, Box Office, Parking

Back: Lighting Operators**; Sound Operators**; Props/backstage; Dresser; If needed extra backstage hands

**sometimes one in the same

Board Support:

Publications Manager; Public Relations Manager; House Manager; Secretary (for email distributions); include rest of the board when asked to assist in locating key production staff