



The Addams Family

Prep Week Check-List



Riley Baheshone - PSM			
Calendars		Paperwork	
Prod. Calendar	☐	Daily Temp	☐
Actor Calendar	☐	Rehearsal Rep	☐
Director		Performance Rep	☐
Company Business Meeting	☐	Welcome Letter	☐
Company Agree/Guide	☐	Company Guidelines	☐
Breaks	☐	Show Schedule	☐
Rehearsal Room Set-Up	☐	EDI Documents	☐
Designer Presentations	☐	Callboard Labels	☐
Taping	☐	Scenic/TD	
Lighting		Obtain Ground Plan	☐
Email LD	☐	Obtain Model?	☐
Email ME	☐	Meeting w/ Scenic Des	☐
Meeting w/LD	☐	Meeting w/ TD	☐
Designer Presentation	☐	Designer Presentation	☐
Sound		Minis	☐
Email Sound Designer	☐	Taping	
Meeting w/SD	☐	Plot Points	☐
Prelim Cue Sheet	☐	Set Date w/ASMs	☐
Designer Presentation	☐	Contacts	
Other		Email Groups	☐
1st Rehearsal Reminder	☐	Distribution List	☐
D Room Tags	☐	Contact Sheet	☐
Callboard Labels	☐		
Wallet Cards	☐		

SM TEAM			
Rehearsal Prep		Props	
Running Order	☐	Props List	☐
Sign In Sheet	☐	Shift Plot	☐
Allergy Questionnaire	☐	Email/Meeting w/ Props	☐
		Secure Rehearsal Props	☐

SM TEAM			
Rehearsal Prep		Costumes	
Ent./Ex. Plot	☐	Prelim Wardrobe Running	☐
'Quiet in Rehearsal' signs	☐	Email about Rehearsal Costumes	☐
Rehearsal Arrows	☐	Dressing Room Placement	☐

Actor Packets: Welcome Letter, Company Guidelines, Cast List, Show Schedule, Tech Schedule?, Calendar, Allergy Form, How to get to Rehearsal Space

Team Assignments	
Tape The Set	☐
Actor Packets	☐
Scripts - D&D	☐
Projector & Chairs?	☐
Callboard	☐