

AACTFest Production Meeting Checklist

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Each festival is unique, as is each production site. Adapt this list to local conditions before proceeding. A tour of the entire facility is usually desirable to establish the overall spatial relationships. If offered, it should precede the production meeting. Use this checklist to determine the following needs.

Company:
City:

Performance Block Number:
Performance Block Start Time:

Production:

Performance Number (within block):
Estimated Start Time:

Spike Tape Color: **ATTACH SAMPLE HERE**

Rehearsal Day/Time:
Load-in Time: Load-out Time:

Areas To Be Covered

Who is the designated company spokesperson? _____

What is the est. length of the setup? _____

What is the est. length of the performance? _____

What is the est. length of the strike? _____

How does the show begin? _____

How does the show end? _____

Will it begin immediately after setup? after waiting the full 10 minutes?

Will there be a curtain call? Yes No

Walk through the timing process for setup and strike, as well as the start/stop rules for the production.

Do they wish to use the main act curtain?

Do they need AC power on stage?

Will any actors use the house for entrances/exits?

Will anyone be barefoot on stage?

Are they using microphones or lighting specials?

Are they using any real or simulated weapons?

Are they using matches, candles, or other open flame?

Are they using pyrotechnics or other special effects?

Are they using smoke, fog, or haze machines?

Will they be prompting or calling the show?

Remind them not to remove their spike tape during strike.

If they are not the first show in a block, remind them to be prepared for an early start.

Any questions? _____

Dressing room assignment _____

Access to dressing room at _____ am/pm