

Schedule for day of event

Date of Event _____ Event _____ Show Time(s) _____
Production Contact _____ Position _____
Phone(s) _____ E-Mail _____

**HOUSE OPENS ONE HOUR PRIOR TO CURTAIN
SHOWS START PROMPTLY AT ADVERTISED START TIME**

Call Times

Artist Crew Arrives (1) _____ (2) _____
Sound _____
Light _____
Back Line _____
Other _____
Load in _____
Elec. tie in(s) _____ what time(s) _____
Focus Lights _____
Sound Check Starts _____ Sound Check ends _____
Sound Check Starts _____ Sound Check ends _____
Rehearsal Starts _____ Rehearsal Ends _____
Load out crew reports _____
Load out starts _____

Show Run Time

act one Run Time _____ Intermission _____ act two run time _____

Hospitality

What time _____ Number of People _____
What time _____ Number of People _____
What time _____ Number of People _____
Any Vegetarians _____ Number of People _____

Do you need a Runner?

From _____ To _____

Size of vehicle needed _____

Are you doing a meet & greet? _____ when? _____ Will you sign? _____

Do you allow

non flash Photos _____

Video Recording _____

Audio Recording _____

State Theatre only

Crew Call _____ Volunteer Call Time _____

Back Line _____ Follow Spots _____