

Show Checklist

Venue

- booked
- paid
- notified of performance times

Rights / Licence

- applied for
- granted

Publicity

- posters
- flyers
- social media
- local media

Tickets

- designed
- proof-read
- printed
- sold

Running order

- finalised
- checked for conflicts
- quick changes identified
- printed
- displayed in changing rooms
- displayed in wings
- given to all crew

Music

- chosen
- edited
- brought to venue
- backup brought to venue
- PRS

Costumes

- performers measured
- chosen
- booked (from Costume Source, obviously!)
- wearer's names added to booking
- fitted

Show Checklist

People

- chaperones
- photographer / videographer
- stage manager
- stewards / FOH staff
- technicians / backstage
- first aid
- hair / makeup
- general helpers
- water / food / catering for cast and crew

Technical

- props
- scenery
- lighting
- sound
- effects

Transport

- props and scenery
- costumes
- technical
- performers
- incidentals (programmes, accessories, hair and makeup, etc.)

Paperwork

- consent forms
- risk assessment
- dressing room lists
- thank you list and gifts (flowers, chocolates, etc.)
- costume lists (for each chaperone and on each costume rail)
- scene list (who takes part in each scene)
- contact list

Programmes

- designed
- proof-read
- printed

Raffle

- tickets
- prizes
- person nominated to draw and present
- microphone allocated