



# THE HOW TO PRODUCE A STAGED READING CHECKLIST

## PRE-PLANNING NEEDS...



### Creative Staff

- Producer
- General Manager
- Director
- Stage Manager
- Music Director
- Casting Director



### The Date

- Consider dates that your entire team is available for.
- Consider dates that would make it easier to find a space (i.e. Monday nights because most shows are dark on Mondays).



### The Location

- Keep in mind: the size of the cast and how many guests you have in the audience.
- You can use a rehearsal studio (like Ripley-Grier Studios, Pearl Studios, Sunlight Studios, etc.) or a theatre.



### Invitations

- Create an invitation list. Who do you want to attend your reading?
- Design an e-invite or write your email.
  - Be sure to include: date, time, location, RSVP date, a bit about your show.
- Send it to your list!
- Keep track of your RSVPs in Wufoo, Survey Monkey, Google forms, etc.



### Supplies

- Print scripts/scores and put into binders.
- Gather supplies for your stage manager. They will take these with the scripts to rehearsals.
  - Pencils, highlighters, pens, a portable printer.
- Order refreshments and lunch for actors.
  - This is recommended, not required. A nice touch! Refreshments can include water, a fruit, and granola bar.



### Programs

- Design your program. It doesn't need to be several pages. Just enough space for the basic information. Remember – this will grow in increments of 4 pages.
- Basic Information to Include:
  - Logo
  - Billing: Producer, Music & Lyrics, Book, General Manager, Casting, Production Stage Manager, Music Director, Director
  - Cast List - denote who is a member of Actors' Equity Association
  - Musicians
  - Staff (PSM, ASM, GM, Casting, PR)
  - Musical Numbers
  - Special Thanks



### Payment

- Retrieve W9s for actors, musicians, etc.
- Prepare checks for each person.



### Send reminder emails to all attendees



### Print RSVP list and programs



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## **DON'T FORGET TO BRING THESE ITEMS ON THE DAY OF THE READING:**

- Reserved signs & tape
- Checks for actors, musicians, etc.
- Clipboard with RSVP list
- Highlighters & pens
- Napkins, little plates, forks, etc. for refreshments and food
- Cases of water (regular size bottles for actors, mini bottles for guests)

## **SETTING UP THE SPACE:**

- Work with Stage Manager to set up the space.
- Make sure there's a place near the door (or outside the room, if possible) to check guests in.

## **AT THE READING:**

- Note who attends and who doesn't.
- Make sure to mark who brings a guest but didn't RSVP and vice versa.
- Watch for late-comers – designate someone to stand outside to greet anyone arriving late and have them seat them in the back in between songs or scenes.

## **YOU DID IT! YOU HAD YOUR READING. NOW WHAT?**

- Help clean up the space.
- Update and send attendee list to the Producer.
- Send Thank You note with a link to a survey for feedback.