



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.