

Theatre Checklist

General

These are general notes for everyone to consider – you will also have specific questions and notes relating to each of your individual scenes and relevant to your own characters and journeys.

- What time do I arrive and finish (and who is taking me/picking me up)?

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
- How long does it take me to get to the Crescent Theatre? (Think about traffic)
- Make sure you watch the video about the Crescent Theatre on our website www.stage2.org.
- Where do I go as soon as I arrive?
- Where do I sign in and who with?
- If I need to make a change to the Collection List how do I do it?
- Where are the Dressing Rooms?
- Where are the toilets and fire exits?
- Where are the Toblerone Doors, Theatre Doors, Audience Doors and the Stage Entrances?
- Where do I wait when I am called for my scenes?
- Who will be chaperoning me?
- What dressing room(s) am I in and for which part(s) of the show?
- Where in my personal space (in the dressing room)?
- Where do I put my named hangers for my costume and my bag for props and shoes?
- What can I leave overnight in the dressing rooms and where (and how)?
- Where is the Company Noticeboard?
- Do I know where each of my entrances is in each scene (and the routes to and from)?
- Where am I allowed to go - both backstage and onstage?
- Where will my props be set?
- Where are the blacks and set masking (how far back do I need to keep to not be seen)?
- Check all the sightlines from a wide variety of auditorium seats.
- How close will the audience be?
- How wide and deep is the stage (in my paces), so how do I need to generally adjust my moves?
- Where is the centre and how will I take other 'co-ordinates'?
- Does the stage leave more or less space for me than I imagined?
- If there is a matinee on Saturday – what are the implications (eg what else will I need to bring?)
- Where do I sign out and who with?

Do this separate checklist for each scene

- What is my costume and what props do I need?
- Are my props personal or will they be on the Props Table (which side) or on the Set?
- What are my costume changes and where (and how) do I keep them?
- When do I have to get set for the scene?
- Where do I have to get set for the scene and which side am I on?
- Who will call me to get set and what do I do when they call me?
- Where is my entrance and my exit?
- What do I do with my prop when I have exited?
- Who is behind and in front of me when I enter and exit?
- Where is my opening position for the scene on the stage?
- Where do I move throughout the scene and how much do I need to adjust for the Theatre?
- Pay attention to things we have discussed throughout the term such as masking and sightlines – think about the audience's view and the overall tableau, spacing and balance.
- What is the area for my group to keep to (to ensure we do not merge with anyone else)?
- What are the other set implications – height, furniture, audience etc?
- Will I easily be able to hear/see my cue? If not how will I combat this?
- At what level should my physical and vocal work be when I enter and exit?
- How do the levels change during the scene (what impact will an audience have)?
- What do I need to be careful of backstage ie in the wings?
- What should I be doing in the dressing rooms before this scene to prepare me (and how much time do I have)?
- What should I do after this scene to improve for tomorrow?

Please use this as a guideline and spend real time thinking through both your and your character's journey throughout the play. You must learn things for yourself – do not rely on copying other people.

This is a vital part of the production – your draft lists will all be checked in rehearsals to save valuable time in the theatre. Once in the Theatre everything will be explained to you as a group and we will answer general questions – you must listen as all answers will apply. You will then have time to work through your individual lists. Once you have answers to these questions you must stick to everything to maintain your health and safety throughout the week.

You must use your time in the Dressing Room to sort costumes (details are so important) and focus on making the next scene the best it can be. Listen to the tannoy, understand the play, get a feel for the highs and lows, the atmospheres, the volumes etc.

You are an important part of an important thing – make the most of every second!