

AIDE MEMOIRE TO
RP DIRECTORS TORs

PRODUCTION CHECKLIST

- ☐ Choose Play
- ☐ Cast Play
- ☐ Liaise with RYT Leaders if RYT involvement required (musicals/pantomimes) ☐ Letter to RYT
- ☐ Cast Additional Responsibilities:
 - Stage Manager
 - Musical Director
 - Choreographer
 - Properties
 - Prompt
 - Lighting
 - Sound/SFX
 - Band (if required)
 - Set Design / Construction
 - Publicity
 - Stage Crew
 - Front of House (FoH) (incl. FoH / Bar Staff - 7 minimum)
 - Costume
 - Programme Design / Production
- ☐ List of Responsibilities and Contact Numbers of all involved
- ☐ Backstage key to Director
- ☐ Check bookings of RVH and any other facilities required for rehearsals and performance – liaise with RVH Booking Clerk
- ☐ Organise dates for set build and inform members – liaise with set focal point
- ☐ Organise person to be in charge of raffle – liaise with FoH
- ☐ Organise people to be in charge of refreshments – liaise with FoH
 - Teas/Coffees
 - Ice creams
 - Other beverages
- ☐ Apply for play licences – liaise with RP Secretary
- ☐ Arrange for RP website to be updated – liaise with Web Designer
- ☐ Write publicity blurb and ensure deadlines for any magazine inputs are achieved – liaise with Publicity
- ☐ Arrange production meeting with key stakeholders and make all roles aware of responsibilities
- ☐ Liaise with other RVH users about leaving set on stage as required - RVH Booking Clerk

- ☐ Arrange follow-on production update meeting as required
- ☐ Attend RP Committee meetings to provide updates and progress reports for the duration of the production
- ☐ Decide ticket/programme/refreshment prices

BY 7 WEEKS BEFORE PRODUCTION (P-7)

- ☐ Newsletter/Magazine inputs submitted
- ☐ Arrange photoshoot for publicity – liaise with Costumes
- ☐ Finalise and arrange for flyer/poster/banner production – seek RP Committee advice on sizes and specific printing requirements
- ☐ Liaise with RVH Booking Clerk about emails to RVH users if required to stand down during production

BY 5 WEEKS BEFORE PRODUCTION (P-5)

- ☐ Organise and agree audience seating plan – typically, cabaret style for most productions, rows and tiered seating for musicals/pantomimes
- ☐ Order/arrange for sound and lighting and other special effects - Sound / Lighting
- ☐ Get flyers and other publicity distributed - Publicity
- ☐ Consider/arrange for slot on local radio - Publicity
- ☐ Invite invited audience for main/final dress rehearsal - Secretary
- ☐ Ensure cast provide biographies if required to Publicity - Publicity

3 WEEKS BEFORE PRODUCTION (P-3)

- ☐ Get Health and Safety Announcement produced
- ☐ Organise video and advertising screen as required
- ☐ Ensure official photos are ready for publicity to use – Facebook page/website
- ☐ Finalise design and printing of programmes
- ☐ Order ice creams (if applicable)

1 WEEK BEFORE PRODUCTION

- ☐ Erect gantry for sound and light
- ☐ Erect tiered seating as required
- ☐ Sort dressing rooms/committee room for production needs
- ☐ Inform Bar of ticket sales

- ☐ Dress foyer
- ☐ Organise chairs/tables/tablecloths – liaise with FOH
- ☐ Arrange for Cast refreshments
- ☐ Ensure post-production party is arranged

POST PRODUCTION

- ☐ Ensure clean up / set and seating dismantling / “back to black” activities are covered for day after last performance / clear back dressing rooms / set & props away in correct locations
- ☐ Check that FOH has completed audience tally and money receipt for each performance and that all figures and cash has been secured or passed to the RP Treasurer
- ☐ Hand directors' keys to incoming director at next RP meeting