Arcadia

Pittsburgh Playhouse
Fall 2024
Prep Checklist & To do's!

Point Park University	Pittsburgh	Pennsylvania	12/4/2024	12/8/2024	

https://www.concordtheatricals.com/p/2929/arcadia

Production Assigned (Summer 2024)
- ☐ Start putting templates together!
    - ☐ 🖼 templates
    - ☐ Contact Sheet
    - ☐ Read script for fun!
    - ☐ Make Google Drive (SM use)
    - ☐ Create a calendar template & add pertinent info
    - ☐ Script Analysis
    - ☐ French Scene Breakdown (update during rehearsals)
        - ☐ Notate any character doubling

Before Auditions
- ☐ Check in with Production Manager on Auditions Manager - August 19th
    - ☑ ~~Cross-reference audition notice and audition manager~~
- ☐ Check-in with fellow Mainstage SMs on our schedule
- ☐ Make audition form
- ☐ Run auditions!
    - ☐ Check-in with ASMs
- ☐ Questions for Phil
    - ☐ Are you planning on casting understudies/swings?
    - ☐ Are you double casting actors?
    - ☐ Callback sides
- ☐ To Print folder
- ☐ Send callback list to COPA
    - ☐ Cross-reference if people are called back for multiple productions
    - ☐ Maintain contact with fellow mainstage SMs if there are any conflicts!
- ☐ Callback Sides

Floor Tape out
- ☐ Obtain GP from scenic designer
- ☐ Plot Points

Before the First Production Meeting/First Rehearsal
- ☐ Talk to ASMs about what they would like to track