



Production Checklist for *God's Masterpiece*

Pre-production

- Share vision with senior staff and church staff
- Set show dates and times
- Set ticket price (free?)
- Obtain a *Performance License* from skitsource.com
- Cast vision to church
- Establish directors (volunteer / paid?)
- Calendarize development deadlines and rehearsal dates
- Form a task force to oversee development
- Consider technical needs and staff

Budget

- Consider set costs
- Consider tech costs (lights, sound, etc.)
- Consider video costs
- Consider costume costs
- Consider directors' fee
- Consider musicians' fee
- Consider marketing costs
- Consider printing costs
- Consider food costs during productions/rehearsals
- Consider introductory cast and crew dinner/potluck costs
- Consider "Cast Party" costs

Auditions

- Deliver script to office (for copies)?
- Deliver script to office via email for online availability?
- Advertise auditions
- Secure a room for auditions
- Distribute the Rehearsal Calendar
- Who will monitor auditions, and decide who "wins"?
- How will "winners" be notified?
- Will there be a "backup" cast?

Musicians

- Decide on a "live" musicians, or recorded
- Keyboard
- Percussion
- Bass
- Guitar
- Other

Cast

- Decide on the final cast
- Decide on the final crew
- Decide on the dancers
- Decide on the musicians
- Decide on the singers
- Decide on the directors and assistants
- Communicate with final cast and crew, invite them to a meal
- Print script excerpts
- Plan an introductory cast and crew meal or potluck
- At the introductory meal or potluck, cast the vision, introduce directors

Publicity

- Plan to advertise on the church website
- Plan to advertise in the church bulletin
- Plan to advertise on social media
- Plan a video announcement
- Plan to advertise on the city marquee
- Plan to advertise in the city paper (print or online)
- Plan to advertise in outdoor areas (signs, banners, lawn signs, etc.)
- Plan to create flyers for church foyer

Directors

- Decide on a Theatrical Director
- Decide on a Musical Director
- Decide on a Technical Director
- Decide on a Video/Photography Director
- Decide on a Set/stage Construction Director
- Decide on a Choreographer

Crews

- Print, distribute, and collect the "Volunteer Forms"
- Create volunteer database
- Task force dinner for set/stage builders
- Tickets, programs, advertising crew
- Establish the lighting crew, and the Lighting Director
- Establish the sound crew, and the Sound Director
- Establish the props crew, and the Props Director
- Establish the Stage Manager
- Establish the costume and makeup crew, and the director
- Establish the set crew, and the Set Director
- Establish the assistants to directors

Lights

- Will you buy, rent, or use your existing lights?
- Who will hang the new lights, or adjust the current ones?
- Who will operate the lights during rehearsals and performances?

Sound

- Number of Mics? Type?
- Will you use your own mics, rent mics, or buy new ones?
- If you have a “live” band, where will they set?

Props

- Finalize the props list
- Decide on the sources to collect props (donate/purchase)
- Decide whether to rent or build large set pieces
- Who will place the props during the production?
- Where will you store the props?

Costume and Makeup

- Do you have any costumes currently stored?
- Who designs the costumes?
- Who makes the costumes?
- Will you rent the costumes?
- Where will you store the costumes?
- Who purchases the makeup?
- Who applies the makeup?
- How is the makeup used and stored to protect sterility?

Tickets and Programs

- Ticket design
- Decide on the number of tickets
- Decide on ticket sales times and locations
- Create final cast/crew roster
- Design the program
- Print tickets, programs

Set

- Will you rent the set or build it?
- Who will design the set?
- Set construction schedule/deadlines?
- Who purchases the set supplies?
- Who builds the sets?
- How will you transport the set pieces?
- Where will you store the sets?

Rehearsals

- Distribute the scripts (online, and physical form)
- Prepare the soundtracks (CDs or online)
- Prepare rehearsal copies of the CDs to distribute (or online?)
- Pre-block the scenes
- Strongly encourage/require punctuality
- Plan for pre-rehearsal devotions and prayer
- Plan for rehearsal refreshments
- Plan for fun during rehearsals, or afterward

Performances

- Who will open the facility before preparations?
- Who will provide security during the performances (inside and outside)?
- Who will be on site to assist with janitorial needs?
- Who will be on site to assist with medical needs?
- Who will assist with parking needs?
- Will you provide reserved seating for church leaders?
- Will you provide reserved seating for cast member families?
- Who will welcome the audience?
- Who prepares and serves the cast food in the “Green Room”
- Decide on who will serve as ushers
- Make sure all the facility needs are met
- Where will the dressing rooms be?
- Who will handle DVD or product sales afterward?
- What will you do for a “Cast Party” after the final performance
- Who will assist in cleaning up after each performance?