

# MUSICAL THEATER ARTS PRODUCTION

## ORGANIZING YOUR PRODUCTION

**PRODUCTION PLANNING & EXECUTION**

**PRODUCTION STAFF & CREW**

**LEADERSHIP & COMMUNICATION SKILLS**

**PRELIMINARY BUDGET & NEEDS LISTS**

**MUSIC & SFX RUNDOWN SHEET**

**PRODUCTION GUIDE**

**BUDGET ENVELOPE COVER**

**FACILITIES CREW CHECKLIST**

**BOX OFFICE & REFRESHMENT STAND CREW CHECKLIST**

**EMERGENCY INFORMATION FORM**

**WORKING WITH YOUR COMMUNITY**

**CERTIFICATE OF APPRECIATION & THANK YOU LETTERS**

**FLYERS & POSTERS**

**PROGRAM LAYOUT**

**A MAD TEA PARTY**

## **PRODUCTION PLANNING & EXECUTION**

- ◆ DESIGN
- ◆ PLANNING
- ◆ PREPARATION & REHEARSALS
- ◆ TECHNICAL-DRESS REHEARSALS
- ◆ PERFORMANCES
- ◆ STRIKE

### **DESIGN**

During this phase the director and the designers of scenery, lighting, costumes, and sound meet and discuss the director's concept of the production. The result of these discussions take form as the designers prepare sketches and renderings which eventually lead to the finished design. The director is the controlling influence, providing the unity of style and statement to all elements of the production.

### **PLANNING**

Following the completion and approval of the design the production activity is organized. The production calendar is distributed. Purchases are made for needed supplies.

### **PREPARATION & REHEARSALS**

This phase is devoted to the construction and preparation of the technical elements of the production. This phase includes the selection of actors, "casting" and rehearsal of the cast. The rehearsals allow for the learning of lines, blocking, and the development of character. The choreography is also rehearsed in this period.

### **TECHNICAL DRESS REHEARSALS**

During this phase the various elements of the production are incorporated and the director and the designers make final adjustments. A photo session is held for publicity and display photos.

### **PERFORMANCES**

The final steps in a production are the preview and performance. What you have been working for!

### **STRIKE**

The production is dissembled and the materials used are put into storage or returned to rightful owners.

## **PRODUCTION STAFF & CREW**

### **Instructions & Responsibilities**

#### **Shared Leadership**

The success of your production is largely dependent on the contributions of energy, talent, attitudes and ideas from all members of the company. Each member must be dedicated and show concern for making the production “great!” This requires hard, fun, good old-fashioned work! The Production Staff & Crews are responsible for getting the production flying, assign an assistant when needed.

The Production Staff and Crew Heads are responsible for guiding the cast through each particular phase of the production to completion. They work with and encourage the cast, evaluate the work at each step of the process and when necessary do the job themselves. Each instructs his team in the requirement of the task, what is entailed, set dates, makes work plans, lists, gets the materials when needed and organizes the crews for production purposes.

It is important for everyone to be familiar with all aspects of the production and to know the responsibilities required. It is important for the over-all moral of the company to always show respect to those leaders who took on the greater tasks!

#### **PRODUCER:**

In charge of the over-all production.

Sees that things go smoothly and the facility, supplies, services, equipment are acquired and organized for the production.

#### **DIRECTOR:**

Responsible for the operation of the production. The responsibilities include preparation of the production calendar, supervision of the staff and cast, supervision of the preparation and mounting of scenery, lighting and sound for the production.

#### **MUSICAL DIRECTOR:**

Responsible for the music and singing parts for the instruction and rehearsal of the cast.

**CHOREOGRAPHER:**

Responsible for creating and rehearsing the dance movement of the cast.

**SOUND DESIGNER:**

Responsible for designing, setting up and running the sound equipment for the performances

**STAGE MANAGER:**

Responsible for the operation of the back-stage of the production. Prepares the rehearsal calendar. In charge of noting any changes that occur in the rehearsal, i.e. blocking, lighting etc. Please See Stage Manager's Checklist in this file.

**SCENE DESIGNER / SCENE CONSTRUCTION / SCENIC ARTIST: (1- 3 people)**

(SD) Responsible for guiding the preparation of the set design concept, the preparation of working drawings and the selection and use of properties.

(Props)

(SC) Responsible for the supervising of the construction staff, inventory of supplies, construction and assembly of scenery, shop safety and maintenance, instruction on the use of tools, scenic material and techniques.

(SA) Responsible for supervising the painting of scenery and properties, the maintenance and inventory of supplies and equipment and instruction in the art of scene painting.

**LIGHTING DESIGNER:**

Responsible for guiding the development of the lighting concept, the preparation of light plots and the execution of the lighting design.

**COSTUME DESIGNER:**

Responsible for guiding the design development and preparation of the costumes.

**SUPERVISOR OF HOUSE/BOX OFFICE/PROMOTION:**

Responsible for the preparation of publicity, ticket sales, house management and the front-of-house operations of the theaters.

**MAKE-UP ARTIST:**

Responsible for the use of make-up and wigs for the production.

**PROP-MASTER:**

Responsible for controlling the use, repair and storage of properties.

**REFRESHMENT STAND PROJECT MANAGER:**

**Responsibilities include organizing the construction and decor construction of the stand, purchasing the food and supplies, organizing and rehearsing the workers.**

**BABY-SITTERS:**

**Responsible for keeping order among the younger ones. This could come in real handy as a lot of parents with kids may be involved, make sure you have activities, such as coloring or reading a story for younger kids while in rehearsals, etc., are going on.**

## PRODUCTION CREWS

### CREW

### MAJOR RESPONSIBILITY

#### **A. Preparation Crews**

- 1. Scenery**
- 2. Lighting**
- 3. Costume**
- 4. Property**
- 5. Paint**

**Scenic Construction**  
**Lighting Preparation**  
**Costume Construction**  
**Collection & Building of Props**  
**Painting of Scenery & Properties**

#### **B. Performance Crews**

- 1. The Cast**
- 2. Shift Crew**
- 3. Costume Crew**
- 4. Sound Crew**
- 5. Make-up Crew**
- 6. Prompter**

**Performance**  
**Shifting of Scenery & Props**  
**Shift & Repair Costumes**  
**Operate the Sound Equipment**  
**Assist with Use of Make-up**  
**Follows Script and gives cues**  
**when needed.**

#### **C. House/Promotion Box Office Crew**

**Staffs the Box-Office & Provides**  
**ushers & house manager for**  
**shows.**

#### **D. The Stage Manager**

**Supervises performance crews &**  
**assists the director.**

## LEADERSHIP & COMMUNICATION SKILLS

### Constructive Feedback

In any endeavor there needs to be space for constructive feedback. There are some ground rules for this feedback to be constructive and inspiring. You always want to encourage creativity and involvement in those who join your projects.

First, it is important to recognize that any endeavor takes courage, commitment and energy, this needs to be recognized and congratulated.

Recognize that constructive criticism is a “gift” and it helps us in our process of creating something great. When we are open to people involvement our projects take on much bigger proportions in life and the community spirit is affected by this positive cooperative interaction. This is what makes the world a better place. Working together to some great end!

When presenting feedback to a project always state it from a personal experience or insight and recognize that it doesn't have to be agreed to, but being listened to is important. A leader is the one who makes the decisions and is responsible for outcomes of those decisions. It takes a great commitment to see projects through and this is to be honored in a leader. A mutual respect is always in order for someone who takes this role on, as well as to those who participate.

Always point out the achievement or encouragement from what you think is working, this is so that the foundation is set from a respectful place. The person receiving the feedback will be more open to hearing you if you begin first with what you like and appreciate about the project and then follow with your constructive criticism. Avoid words such as “should”, “ought to” and “must” . Point out the positives, what you like and then the things you did not like and don't work for you.

The sign of a good leader is that they are always good listeners and open to constructive feedback. Always offer enthusiastic encouragement and recognition to people even if you don't agree on everything.

We all can learn to be good leaders & team players if we choose to!

**PRELIMINARY BUDGET & NEEDS LIST**

<b>NEEDS:</b>	<b>COST</b>	<b>DONATION/NAME #</b>
<b>1. Sites for Audition, Production &amp; Rehearsals</b>	\$	
<b>2. 150 Audition Flyers</b>	\$	
<b>3. Parent Permission Forms – Waivers</b>	\$	
<b>4. Script Copied - __ pgs X 40 copies</b>	\$	
<b>5. 250 Programs</b>	\$	
<b>6. Posters &amp; Flyers</b>	\$	
<b>7. 100 Thank You Cards</b>	\$	
<b>8. Calendars &amp; Schedules Copied</b>	\$	
<b>9. 10 King Sized White Sheets</b>	\$	
<b>11. Paint - pints of 1 red, 5 green, 4 white, 5 blue, 2 brown, 1 black, 1 yellow, 1 orange, 1 purple</b>	\$	
<b>12. Rope to hang scenery</b>	\$	
<b>13. 6 Black Marker Pens</b>	\$	
<b>14. Chicken wire for papier-mâché forms</b>	\$	
<b>15. 1/2 gallon glue</b>	\$	
<b>16. 2 Large cardboard boxes - door, jury box, 1 med. cardboard box, stove</b>	\$	
<b>17. 6 dowels for flamingos</b>	\$	
<b>18. Fishing line &amp; rod</b>	\$	
<b>19. Material for Costumes</b>	\$	
<b>20. Foam rubber</b>	\$	
<b>21. Spray Paint - White, Green Pink, Blue, Purple, Brown, Black, Yellow, Red, Orange</b>	\$	
<b>22. Electric Cutting Knife</b>	\$	
<b>23. Felt</b>	\$	
<b>24. Poster board for soldier cards</b>	\$	
<b>25. Video tape &amp; Camera</b>	\$	
<b>26. Film + Camera for Still Pictures</b>	\$	
<b>27. Sound System - microphone, speakers, monitors, mixing board</b>	\$	
<b>28. Compact Disc Player for Production</b>	\$	
<b>29. Refreshments for Production</b>	\$	

**THE PRODUCER'S CHECKLIST**



(Simplified Version)

- ◆ Run off copies of the script for each actor
- ◆ Find a place to stage the play, get a sound system
- ◆ Build Scenery (with help from others)
- ◆ Locate any props needed for the play
- ◆ Find & make costumes
- ◆ Arrange for actors make-up
- ◆ Prepare advertising for the play
- ◆ Prepare tickets
- ◆ Recruit ushers, if needed
- ◆ Arrange for printing of programs, if needed
- ◆ Get refreshments and someone to sell them
- ◆ Assist the director at rehearsals and during the show
- ◆ Serve as a prompter, if needed, during the show
- ◆ Any others you can think of

### CALENDARS & SCHEDULING

Before you start rehearsals you will have a production meeting. The people involved are, in the chain of command, the Producer, the Director, Musical Director and Choreographer, Set, Lights, Costume, and Sound Designers, The Technical Director, Stage Manager, Prop-Master, Make-Up Head, House Manager, PR Head, through to the Crew Heads. Part of any organization, especially a production, is assessing the time you need for the total organization of your project and all the aspects that go into it. We suggest you give each of your Staff & Crew Heads a weekly calendar and then have your Stage Manager put it together on a master Monthly calendar.

## MUSIC & SFX RUNDOWN SHEET

# ALICE "I Feel So Me Now!"

MUSIC (Purple) & SOUND EFFECTS (SFX - Blue)

### BREAKDOWN

#### *ACT I*

Scene 1 - Down The Rabbit Hole

1 ALICE'S THEME

2 RABBIT'S THEME CUT 1

3 SFX WIND TUNNEL

4 RABBIT'S THEME CUT 2

Scene 2 - Big & Little, Little & Big

5 SFX "AAAAHHHHSSS"

6 SFX SHRINKING & BONK

7 SFX BOEING, SLIDE WHISTLE

8 RABBIT'S THEME - CUT 3

9 SFX BOEING, SLIDE WHISTLE

10 RABBIT'S THEME - CUT 4

Scene 3 - The Caucus Race

11 MUSIC BACKGROUND + SFX SPLASHING~WATER~ BIRD ENTRANCE

12 CAUCUS RACE THEME

13 RABBIT'S THEME – CUT 5

Scene 4 – So Tall

14 "SO TALL" SONG + SFX BOOOOOEING ~ A FLYING MISSILE.

Scene 5 – I'm Not Who I Am

**15 "I'M NOT WHO I AM" SONG**

**16 SFX SLIDE WHISTLE BONK WHISTLE WHOOP CYMBAL**

**Scene 6 – Pig & Pepper**

**17 PIG & PEPPER OPEN CUT + KNOCK KNOCK KNOCK, KNOCK KNOCK KNOCK**

**18 SFX CRASHING POTS AND PANS**

**19 SFX AHHHCHOO, SNORT, CRASHING POTS AND PANS**

**20 SFX AHHHCHOO, SNORT, CRASHING POTS AND PANS**

**21 “PIG & PEPPER” SONG**

**22 SFX PIG SNORTING**

**23 CHESHIRE CAT THEME**

**ACT II**

**Scene 7 – A Mad Tea Party**

**24 “MAD TEA” THEME OPEN**

**25 “MAD TEA” THEME**

**Scene 8 – Croquet with the Queen**

**26 QUEEN’S PARADE**

**27 “OFF WITH THEIR HEADS” Background Music & Chorus**

**Scene 9 – The Lobster Quadrille**

**28 "JOIN THE DANCE?" SONG**

**29 "JOIN THE DANCE?" END CUT**

**Scene 10 – Who Stole the Tarts**

**30 QUEEN'S PARADE**

**31 TRUMPETS**

**32 "THE NOTE" SONG**

**33 TIMBALES CHORUS CACOPHONY**

**Scene 11 – I Feel So Me Now!**

**34 "I FEEL SO ME NOW" SONG**

**TAKE YOUR BOWS TO:**

**35 "ANGEL'S ON OUR SHOULDERS" THEME**

**36 "OUR HOUSE" THEME SONG - KID'S VOCALS**

**37 "OUR HOUSE" THEME SONG - TERRI VOCALS**

PRODUCTION GUIDE: ALICE “I Feel So Me Now!”

<b>ACT 1</b>	<b>SETS</b>	<b>LIGHTING</b>	<b>COSTUMES</b>	<b>NUMBER PEOPLE IN SCENE</b>	<b>CHANGE OF SCENE</b>	<b>BACKSTAGE ACTION</b>
SCENE 1						
SCENE 2						
SCENE 3						
SCENE 4						
SCENE 5						
SCENE 6						
<b>ACT 2</b>	<b>SETS</b>	<b>LIGHTING</b>	<b>COSTUMES</b>	<b>NUMBER PEOPLE IN SCENE</b>	<b>CHANGE OF SCENE</b>	<b>BACKSTAGE ACTION</b>
SCENE 7						
SCENE 8						
SCENE 9						
SCENE 10						
SCENE 11						



## **FACILITIES CREW CHECKLIST**

Contact List  
First Aid Kit  
Permits  
Schedule  
Site Diagrams  
Site Letter

Audiovisual equipment  
Black electrical tape  
Extension cords  
Flashlights  
Lights, spare light bulbs, gels  
Needle and thread  
Ropes or other barrier markers  
Rubber bands  
Safety pins

Spare bulbs  
Spare fuses  
String, twine  
Three-prong converters  
Walkie-talkie

Paper  
Scissors  
Signs  
Staple gun  
Transparent tape  
Wide felt-tip markers  
Brooms, mops, and buckets  
Hand soap  
Paper Towels  
Sponges  
Toilet Tissue  
Trash bags

## **BOX OFFICE & REFRESHMENT STAND CREW CHECKLIST**

Cash register or cash box  
Calculator  
Change (in proportion to event size & Ticket Price.)  
Charge card machine and slips  
Master ticket reserve list  
Name tags, alphabetically sorted  
Policy sheet  
Programs  
Tickets  
Blank name tags

Bulletin board  
Lost & found Box  
Paper  
Pens & pencils  
Pushpins  
Ruler  
Rubber bands  
Scissors  
Stapler  
Tape

## **EMERGENCY INFORMATION FORM**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

In Case of Emergency, Please Notify: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Health Insurance Company & Plan Number: \_\_\_\_\_

\_\_\_\_\_  
Your Doctor's Name: \_\_\_\_\_

Doctors Address & Phone: \_\_\_\_\_

Do you have any allergies (food, drug, insect)?

Specify: \_\_\_\_\_

Are you currently taking any prescribed medicines? If so, please list:

\_\_\_\_\_

***ALL INFORMATION PROVIDED BY YOU WILL BE HELD IN ABSOLUTE CONFIDENCE. THIS FORM WILL BE DESTROYED AFTER THE EVENT.***

**WORKING WITH YOUR COMMUNITY**



Your community has a lot to offer and people like to get involved with fun, worthwhile projects. Not everyone is going to get your vision, but we always say it's a big world out there and soon as one says no, it's just next case please. Someone will always share your vision and is always bound to show up if you keep to it. Always be polite and thankful whether someone can help or not. Who knows they may come to your event and support in that way!

An important reason to be involved in this or any project, besides having a good learning experience and developing an appreciation for others.... is to have fun! When there are problems... there usually are some problems.... and very seldom insurmountable... figure that into the quotient, there are always bound to be some.. but always see your part in it and learn to be part of the solution.

If your not part of the solution, you are probably part of the problem!

### **CERTIFICATE OF APPRECIATION & THANK YOU LETTERS**

We all need to feel appreciated for our efforts. Here's two more tools to help you finish off your production with great spirit. Award your participants with a certificate, letting them know they were part of a great effort and were appreciated. Send thank you letters, examples follow.



Certificate 01.jpg



Certificate 02.jpg



Certificate 03 .jpg



Certificate 04.jpg



Certificate 05.jpg



Certificate 06.jpg



Certificate 07.jpg



Certificate 08.jpg



Certificate 09.jpg

### **CERTIFICATES OF APPRECIATION 5" x 7" Size**

**Many Thanks from The Producers, Cast & Crew of  
ALICE “I Feel So Me Now!”**

*ADDRESS:*

*DATE*

*TO:*

*NAME*

*ADDRESS*

Dear .....

We want to thank you very much for your contribution to our ALICE “I Feel So Me Now!” Production. You helped to make this a memorable occasion for many people. Your generosity and involvement is greatly appreciated.

*(Add your own appropriate well-wishing words ).*

*Very truly yours or Warm regards,*

*Your name*

*Project Title*

PROGRAM LAYOUT

# PROGRAM LAYOUT

Open the File

**MASTER PROGRAM TEXT** and  
**SAVE** to your hard drive. Fill in the  
 information and cut & paste into the  
 this **PROGRAM PRINT FILE**. Save your  
 text file to re-import as you need it.

**PRINT - 8.5" X 11" Sheet**

**Landscape Orientation**

**100% Scale**



**ASSEMBLE - Fold in Half  
 & Staple in Center Fold.**



Back Cover

Front Cover



Page 4

Page 5

**Print on the back side of Pg 6 - 3.**



Page 8

Page 1



Page 2

Page 7

**Print on the back side of Pg 8 - 1**



Page 6

Page 3