

MUSICAL THEATER ARTS PRODUCTION

ORGANIZING YOUR PRODUCTION

PRODUCTION PLANNING & EXECUTION

PRODUCTION STAFF & CREW

LEADERSHIP & COMMUNICATION SKILLS

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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

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

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!”

ACT 1	SETS	LIGHTING	COSTUMES	NUMBER PEOPLE IN SCENE	CHANGE OF SCENE	BACKSTAGE ACTION
SCENE 1						
SCENE 2						
SCENE 3						
SCENE 4						
SCENE 5						
SCENE 6						
ACT 2	SETS	LIGHTING	COSTUMES	NUMBER PEOPLE IN SCENE	CHANGE OF SCENE	BACKSTAGE ACTION
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

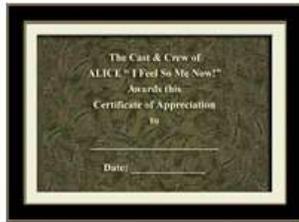
Your community has a lot to offer and people like to get involved with fun, worthwhile projects. Not everyone is going to get your vision, but we always say it's a big world out there and soon as one says no, it's just next case please. Someone will always share your vision and is always bound to show 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.

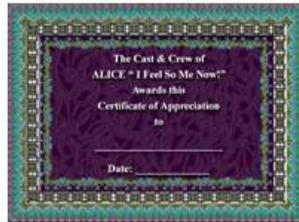
If your not part of the solution, you are probably part of the problem!

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.



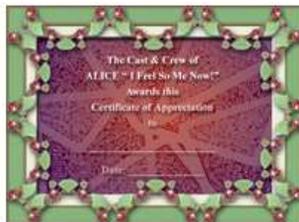
Certificate 01.jpg



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