



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?)
- ___ 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 costume costs
- ___ Consider directors' fee
- ___ Consider musicians' fee
- ___ Consider publicity

Auditions



- ___ Deliver script to office (for copies)
- ___ Advertise auditions
- ___ Secure a room for auditions
- ___ Design
- ___ Distribute the Rehearsal Calendar
- ___ Post/call

Musicians



- ___ Keyboard
- ___ Drums
- ___ Bass
- ___ Guitar
- ___ Percussion "Toys"
- ___ Other



Cast

- ___ Prepare Auditions
- ___ Print Script Excerpts
- ___ Audition Cast
- ___ Cast & Crew Potluck
- ___ Dancers?
- ___ Musicians?
- ___ Singers?
- ___ Actors?



Publicity

- ___ Church Newsletter
- ___ Video Announcement
- ___ City Marquee
- ___ City Paper
- ___ Service Bulletin
- ___ Outdoor Area
- ___ Flyers
- ___ Town Posters / Freeway Signs
- ___ Website
- ___ Social Media



Directors

- ___ Theatrical Dir.
- ___ Musical Dir.
- ___ Tech. Dir.



Crews

- ___ "Volunteer Forms"
- ___ Create Volunteer Database
- ___ Task Force Dinner
- ___ Tickets, Programs, Advertising
- ___ Light
- ___ Sound
- ___ Props
- ___ Stage Mgr.
- ___ Costume & Make-up
- ___ Set
- ___ Choreography
- ___ Assistants?



Lights

- ___ Buy/Rent
- ___ Design
- ___ Hang/rehearse
- ___ Crew?



Sound

- ___ Number of Mics? Type?
- ___ Rent/buy?
- ___ Stage/Band?
- ___ Crew



Props

- ___ List
- ___ Sources
- ___ Crew?
- ___ Rent/build?
- ___ Place & store



Costume and Makeup

- ___ Inventory
- ___ Players own?
- ___ Design
- ___ Store
- ___ Crew



Tickets and Programs

- ___ Design & number of tickets
- ___ Sales times and locations
- ___ Design Program
- ___ Advertise in newspaper?
- ___ Cast/Crew Roster
- ___ Print tickets, programs

Set



- ☐ Rent/build?
- ☐ Design
- ☐ Schedule?
- ☐ Bid/Buy stuff
- ☐ Assemble
- ☐ Store

Rehearsals



- ☐ Distribute Scripts
- ☐ Music tapes
- ☐ Pre-block scenes
- ☐ Punctuality
- ☐ Devotions/Prayer
- ☐ Coffee? Fun?
- ☐ Refreshments

Performances



- ☐ Welcome
- ☐ Cast Food
- ☐ Ushers
- ☐ Facility
- ☐ Dressing rooms
- ☐ Cast Party