

ABBAY HELFEN

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**PREP-WEEK  
CHECKLIST**

**2** SHE KILLS  
MONSTERS

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**3** SUNDAY IN THE  
PARK WITH GEORGE

**Stage Manager  
Abbey Helffen**

**ASM #1  
Kris Gooding**

**ASM #2  
Jamison Ko**

| Schedule                    | Status |
|-----------------------------|--------|
| Daily Schedule              | *      |
| Master Rehearsal Schedule   | *      |
| Tech/Perf Schedule          | *      |
| Rehearsal Report Template   | *      |
| Performance Report Template | *      |
| Meeting Notes Template      | *      |
| Block Calendar              | *      |

| Cast                      | Status |
|---------------------------|--------|
| Company Guidelines        | *      |
| Cast List                 | *      |
| Contact Sheet             | *      |
| Character Scene Breakdown | *      |
| Emergency Sheet           | *      |
| Headshot Sheet            | *      |
| Welcome Packet            | *      |

| Rehearsal Log            | Status |
|--------------------------|--------|
| Rehearsal Log            | *      |
| Tech Log                 | *      |
| Performance Log          | *      |
| Rehearsal Time Sheet     | *      |
| Run Times Tracking Sheet | *      |
| Rehearsal Room Schedule  | *      |
| Distribution Cheat Sheet | *      |
| Label Rehearsal Log      | *      |
| Bind the Log             | *      |

| Props                    | Status |
|--------------------------|--------|
| Preliminary Props List   | *      |
| Props Preset Sheet       | *      |
| Prop Tracking Slip Sheet | *      |
| Prop/Scene Breakdown     | *      |
| Weapon Tracking          | *      |

| Scenery                    | Status |
|----------------------------|--------|
| Scene Breakdown- Page      | *      |
| Deck Shift Master          | *      |
| Spike Plot with Dimensions | *      |
| Tech Plot                  | *      |
| Performance Plot           | *      |

| Prompt Book                | Status |
|----------------------------|--------|
| Make Tabs                  | *      |
| Label Scenes in Script     | *      |
| Make Cover and Side Labels | *      |
| Slip Sheets                | *      |
| Blocking Key               | *      |
| Set up Dropbox             | *      |

| Assignment Key                |
|-------------------------------|
| Abbey Helffen                 |
| Kris Gooding (Props & Scenic) |
| Jamie Ko (Costumes)           |
| ALL                           |

| Costume                   | Status |
|---------------------------|--------|
| Rehearsal Costume Request | *      |
| Costume Plot              | *      |
| Costume Preset Sheet      | *      |
| Costume Slip Sheet        | *      |
| Costume Tracking          | *      |
| Fitting Schedule          | *      |

| Additional Paperwork        | Status |
|-----------------------------|--------|
| Sign in (QR Code)           | *      |
| Ent/Ext Plot                | *      |
| Line/Score Change Record    | *      |
| Line Notes Template         | *      |
| Rehearsal in Progress Signs | *      |
| Show in Progress Sign       | *      |

| Rehearsal Studio                     | Status |
|--------------------------------------|--------|
| Tape Out                             | *      |
| Post Drawings/Ground Plans           | *      |
| Count Tables, Chairs, & Music Stands | *      |
| Check Lights in Rehearsal Room       | *      |
| Check First Aid Kit                  | *      |
| Arrange Props Table                  | *      |

| Status Options    |
|-------------------|
| * Final Copy/Done |
| W Working         |
| T Template Made   |
| P Prelim          |

