

ABBAY HELFEN

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**PREP-WEEK
SCHEDULE**

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**SHE KILLS
MONSTERS**

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**SUNDAY IN THE
PARK WITH GEORGE**

Day 1 Monday 10-Oct	Day 2 Tuesday 11-Oct	Day 3 Wednesday 12-Oct	Day 4 Thursday 13-Oct	Day 5 Friday 14-Oct	Day 6 Saturday 15-Oct	Day 7 Sunday 16-Oct	Day 8 Monday 17-Oct	Day 9 Tuesday 18-Oct	Day 10 Wednesday 19-Oct	Day 11 Thursday 20-Oct	Day 12 Friday 21-Oct	Day 13 Saturday 22-Oct	Day 14 Sunday 23-Oct	Day 15 Monday 24-Oct	Day 16 Tuesday 25-Oct
Meet and talk about Prep	Company Guidelines	Print Scripts	Tab and Label Scripts	Page Timings					Tape Out	Make sure all scripts are tabed and labeled		Print & Make Welcome Packet			
Block Calendar		Daily Schedule	Blocking Key	Tech Plot					Rehearsal Room Check	Email Designers abt Designer presentations	Email Cast who has not responded	Bind Log Book			
Log Book	Log Book	Master Rehearsal	Script Slip Sheet	Rehearsal Report								Print Blocking Key			
Cast List	Props Slip Sheet	Performance Schedule	Daily Schedule	Performance Report					Rehearsal Props Table			Finalize Contact Sheet			
Company Contact Sheet	Character Scene Breakdown	Weapon Tracking	Master Deck Shift	Binder Covers			DAY OFF	Check In @ 5 in Gold Star				Print both In Progress signs			
		Props Preset	Prop/Scene Breakdown	Show in Progress Sign									Final Paperwork Check with Abbey		
		Prelim Props List		Rehearsal in Progress Sign											
Headshot Sheet	Costume Plot	Costume Tracking	Env/EXT Sheet	Emergency Contact Sheet					Check First Aid	Fill in Em/Ext Sheet	Send Rehearsal Pieces request	Finalize Emergency Contact Sheet			
Fitting Schedule	Costume Slip Sheet	Costume Preset	Line Notes Sheet	Line Change Record					List all of the rehearsal pieces	Fill in Costume Tracking	Fill in Costume Plot	Finalize Headshot Sheet			
		Rehearsal Costume List		Sign in Form								Print Sign in Sheets			

Stage Manager - Abbey Helffen
ASM 1 - Kris (Props & Scenic)
ASM 2 - Jamison (Costumes)
All



Day 1 - Wed 1-Mar	Day 2 - Thur 2-Mar	Day 3 - Fri 3-Mar	Day 4 - Sat 4-Mar	Day 5 - Sun 5-Mar	Day 6 - Mon 6-Mar	Day 7 - Tues 7-Mar	Day 8 - Wed 8-Mar	Day 9 - Thur 9-Mar	Day 10 - Fri 10-Mar
Meet up and Discuss Expectations				First Music Rehearsal	Print Scripts & Page Timings	Check First Aid Kit		Tape Out & Print Final Paperwork	
Create Emergency Form	Company Guidelines	Rehearsal Report Template	Meeting Notes Template	Create Binder Covers	Blocking Key	Welcome Packet	Review Printed Paperwork	Tech Plot	
Send out Welcome Email	Daily Calls	Performance Report Template		Log Book				Performance Plot	
Sign in Form & Sheet (Share with team)	Rehearsal & Performance in Progress Signs	WWW	Character/Page Breakdown	Deck/Rail Master	Preliminary Props List	Props Presets	Turn in Printed Paperwork to Abbey	Apply Notes from Abbey to Paperwork	Prep Week Check In with Mentors
Headshot Sheet	Props Slip Sheet		Review Act 1 Integrated	Props/Scene Breakdown	Props Tracking				
Cast List	Costume Fitting Template	Ent/Ext Plot	Character/Scene Breakdown	Costume Plot	Emergency Sheet	Costume Presets	Turn in Printed Paperwork to Abbey	Apply Notes from Abbey to Paperwork	
Contact Sheet	Rehearsal Costume Request		Review Act 2 Integrated	Costume Tracking	Score/Script Change Record				

Stage Manager
ASM 1
ASM 2
All