STAGE MANAGEMENT
PLAYBILL INFORMATION CHECKLIST

Missouri State
DEPARTMENT *of*
THEATRE AND DANCE

The following is a list of the information that is needed for the playbill. In supplying the information it is of utmost importance that names are spelled correctly. Please utilize every resource to ensure that the information submitted for the program is correct. The submitted information will appear in the program as sent by the stage manager!! **Double check any spellings**!! THE SUBMISSION DEADLINE IS 17 DAYS PRIOR TO THE FIRST PERFORMANCE (excluding Holidays)!!

Submit this information via e-mail to marktempleton@missouristate.edu as a MicroSoft Word document.

TITLE PAGE INFORMATION
1. Director
2. Costume Designer
3. Lighting Designer
4. Sound Designer
5. Scenic Designer
6. Technical Director
7. Stage Manager
8. Vocal Coach
9. Choreographer

CAST LIST
1. Complete name of character and actor featured in the role.
2. List should be in order of appearance.

SCENES
1. List of scenes--including time date, also include musical numbers (reflective of director's vision and/or script)
2. One fifteen minute intermission--standard??
3. Name of performance right company.

PRODUCTION STAFF (if any, some positions may not exist)
1. Assistant to the Director
2. Assistant Scenic Designer
3. Assistant Lighting Designer
4. Properties Master
6. Assistant Technical Director
7. Assistant Stage Manager

RUNNING CREW
1. Light Board Operator
2. Follow Spot Operator
3. Deck Electrician
4. Sound
5. Fly Crew
6. Deck Crew
7. Wardrobe
8. Properties

PLEASE DENOTE THE HEAD OF EACH CREW!

ACKNOWLEDGEMENTS
1. GO TO EACH SUPPORT PERSONNEL AND ASK FOR A LIST OF ACKNOWLEDGEMENTS