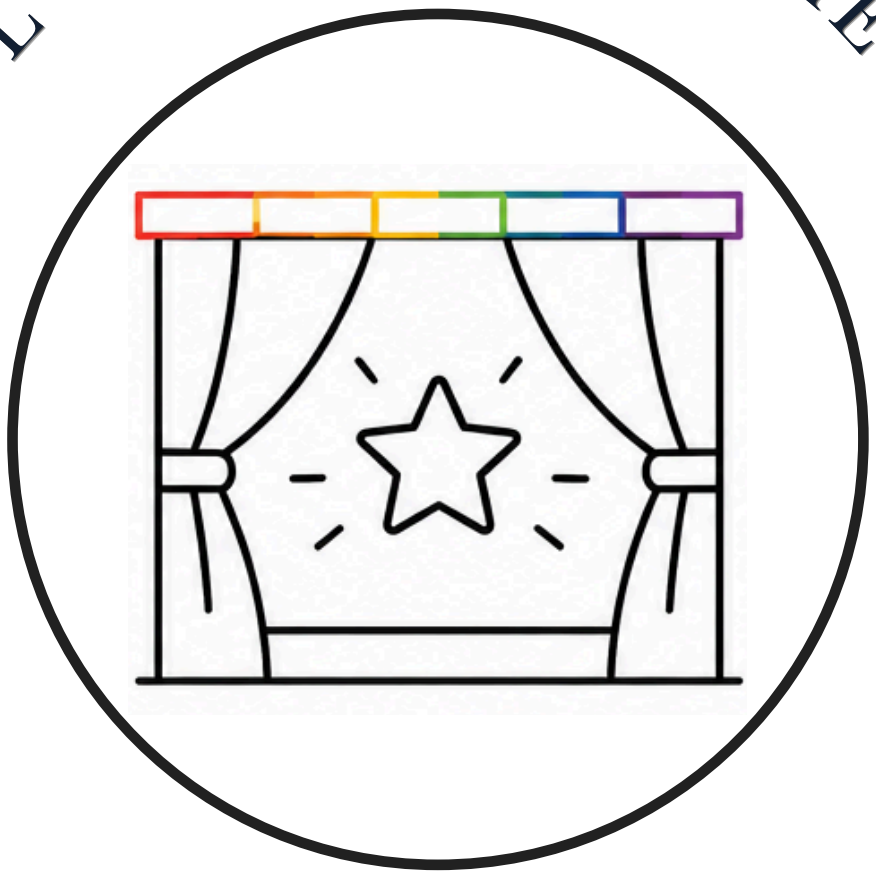
SCHOOL PRODUCTION CHECKLIST



A practical guide to help schools create theatrical experiences

Produced by

Everything THEATRICAL

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Notes

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PRODUCTION DETAILS

Production Name: .....

Production Dates: .....

Venue: .....

Director: .....

Production team: .....

Production Timeline Guide

Top tip: Every school is different, every school is different. Make this timeline guide your own.

Weeks Before	Tasks
16–20 weeks	Choose show, secure rights
12–16 weeks	Auditions and casting
8 - 12 weeks	Rehearsals underway
6–8 weeks	Begin sourcing resources
4 weeks	Launch ticket sales
2 weeks	Technical rehearsals
1 week	Dress rehearsals
Show Week	Performances

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CHOOSING YOUR PRODUCTION

- ☐ Choose a suitable show
- ☐ Confirm cast size requirements
- ☐ Check venue suitability
- ☐ Check age suitability
- ☐ Secure performance rights
- ☐ Obtain script materials
- ☐ Establish production timeline

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EARLY QUESTIONS TO ANSWER

What will you take care of?

What else needs delegating?

Will there be music? In what form?

What is the budget available?

How much time do you have to prep?

How much rehearsal time is there?

How will the show be advertised / shared?

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Budget Planning

Top tip: Not all of the below may apply to your production. But it's always worth checking, so you don't get caught out.

Possible expenses	Expected Costs
Performance licence	
Scripts	
Costumes	
Props	
Set Materials	
Lighting & sound	
Venue	
Printed materials	

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Auditions (If Applicable)

Top Tip: To run a successful audition at a school, create an environment when children feel safe to fail.

- ☐ Announce the show and audition dates
- ☐ Share rehearsal schedule
- ☐ Prepare Audition Material
- ☐ Hold audition prep session (if desired)
- ☐ Hold auditions
- ☐ Confirm casting
- ☐ Send cast information

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Rehearsals

Top Tip: Movement and dance tends to take longer for children to learn, than acting, singing or learning lines. So if you are including movement, start rehearsing this first.

- ☐ Distribute scripts
- ☐ Teach choreography (if required)
- ☐ Teach music (if required)
- ☐ Block scenes
- ☐ Polish individual scenes / songs / dances
- ☐ Run through sections off book
- ☐ Run through the whole show

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Costumes

Top Tip: Buying costumes is often more cost effective than hiring, because you can make alterations if needed, get them ahead of time to rehearse in, and sell them on afterwards.

☐ Create a costume list

☐ Take cast costume measurements

☐ Source costumes

Suggested table

Cast Member	Character	Chest	Hips	Waist	Height
eg. Layton					

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PROPS

Top Tip: Get your students to be responsible for pre-setting a prop before the show, and checking it at the end.

- ☐ Create a prop list
- ☐ Source props
- ☐ Note where everything will be stored

Suggested table

Prop	Where does it live?	Who is responsible for this prop?
eg. Bucket		

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Marketing & Ticket Sales

Top Tip: Keep ticket prices as low as possible and instead, reach out to local businesses for sponsorship to boost income.

- ☐ Design Poster *(If not provided)*
- ☐ Launch ticket sales
- ☐ Share with parents / carers
- ☐ Contact local press
- ☐ Create social media posts
- ☐ Display posters
- ☐ Send reminders / capacity updates

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TECHNICAL & PRODUCTION

Top Tip: A good technical rehearsal spends time on saftey, entrances, exits and tech. Don't use this time to run the show.

- ☐ Plan lighting
- ☐ Plan sound
- ☐ Run a technical rehearsal
- ☐ Run a dress rehearsal
- ☐ Design and print programmes
- ☐ Brief everyone on health & safety plan
- ☐ Brief front of house and stage crew

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SHOW DAY!

Top Tip: Confidence is more valuable than perfection. Last-minute notes can easily be interpreted as criticism, so focus on celebrating how far everyone has come.

- ☐ Run a warm up
- ☐ Complete technical checks
- ☐ Be available for questions
- ☐ Pre-show encouragement
- ☐ Admit audience
- ☐ Stand by your company
- ☐ Complete performance

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POST PRODUCTION

Top Tip: Explain to the children in advance what will happen after a show. Are they expected to help? Can they see family?.

- ☐ Collect up all your resources
- ☐ Upload and sell any unwanted items
- ☐ Return any hired items
- ☐ Gather feedback
- ☐ Thank volunteers
- ☐ Review budget and timeline
- ☐ Celebrate your success!

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Reflections

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