The Stage Manager’s Toolkit (2011)
Rehearsal Checklist

Name: _________________________
Date: _________________________
Production: _________________________
Director: _________________________

15 Minutes Before Start:

☐ Arrive
☐ Set out Sign-in Sheet
☐ Sign in
☐ Unlock doors
☐ Turn on lights
☐ Unlock all applicable rooms, booths, and cabinets
☐ Set out Snacks/beverages

Rehearsal Start:

☐ Check that all cast and appropriate crew members are present and signed in
☐ Make note of absences, and call any who are not present for status.
☐ Ensure that the space is set up for rehearsal, with appropriate pieces, furnishings and props
☐ Make note of all breaks taken during rehearsal process in your notes, including break start and end times

Rehearsal Close:

☐ Oversee the putting away of props, lighting and costumes and lock storage or cabinets
☐ Oversee the restoration of rehearsal space to original condition (put away furnishings or restore props to places as needed)
☐ Put away snacks/beverages
☐ Lock all other rooms, booths and cabinets
☐ Archive sign-in sheet in notebook
☐ Turn off electronics
☐ Turn off lights
☐ Lock doors