Check-List for Directors of UNI Interpreters Theatre Productions

Week Seven:
- Final Script Approval
- Copy Scripts
- Type and Copy Audition Sheets
- Distribute flyers announcing Auditions
- Set Weekly Meeting Time with Advisor

Week Six
- Hold auditions
- Have first read through
- Set Rehearsal Schedule
- Meet with Technical director and designers

Week Five
- Rehearsals begin on regular basis
- Give names of possible crew members to Technical Director
- Have Advisor come to rehearsal
- Distribute applications for Applied Performance Studies Credit
- Coordinate with Amandajean Freking Nolte on poster and program design

Week Four
- Have Technical Director call first production meeting this week.
- Begin blocking rehearsals.
- Have costume designer set appointments to measure cast members.
- Have sound designer begin gathering music and sound effects tapes.

Week Three
- Find someone to serve as photographer and someone as videographer.
Finish blocking rehearsals. Lines due this week
Get Work Orders from office for printing of flyers and programs.
Pick up flyer and program cover from graphics.
Take flyer to print services. (200 copies)
Ask Mitchell and Shaw to line up ushers.
Arrange for cast to help with set construction on Saturday if needed.
Contact Northern Iowan for possible story.
Have Technical director call second production meeting this week.

Week Two

Pick up flyers at print services.
Have cast hang flyers end of this week.
Have flyers distributed to appropriate faculty by Thursday of this week.
Have Technical Director call final production meeting this week.
Have Technical director finalize plans for Technical rehearsals on Sat. and Sun.
At rehearsals, run show. Rehearse with props by this week.
Have Mitchell come in to do cast evaluations of your role as director.
Type program and have Mitchell proof before taking to Print Services on Friday.

Tech Week

Call cast for warm-up and make-up about 90 minutes before curtain.
Check to make sure Mitchell and Shaw have ushers.
Announce to cast and crew which nights you want to do photo call / videotaping.
STAY CALM!

Post-Show

Assign grades and complete evals for all students enrolled for credit.
Assemble archives.
Take care of any dry-cleaning of costumes.
See that all props and costumes borrowed from theatre or elsewhere are returned.