

# Tech Week Checklist Addendum

*A practical companion to “Tech Week: Your New Favorite Week”*

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## ✓ Director’s Pre-Tech Week Checklist

- Finalize and distribute your minute-by-minute tech schedule (cast, crew, FOH).
- Confirm costume fittings—with mic packs in place.
- Schedule and lead a parent/guardian tech meeting (virtual or in-person), and send a recording.
- Assign a timekeeper to keep you on schedule during rehearsals.
- Clearly define roles for all tech crew leads and assistants.
- Reserve 2–3 emergency rehearsals that can be canceled if not needed.
- Post emergency contacts/protocols visibly for SMs and crew leads.
- Double-check costume and prop labeling (every item!).
- Build and post the shout-out board for cast and crew.
- Create or update your printed show calendar for the callboard.

### Notes:

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## ✓ Cast & Crew Reminders

- Know your cues and transitions—rehearse them intentionally.
- Practice full costume and shoes in early tech runs.
- Learn how and when to call “Hold” respectfully.
- Check the callboard or online communication tool daily.
- Know who your SM, ASMs, and crew leaders are.

### Backstage Activities (quiet only):

- A book or script
- Homework
- Music (with headphones—off when called!)
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### Notes:

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### Tech Crew Prep

- Walk each transition path backstage to confirm timing and safety.
- Confirm crew assignments (spot ops, run crew, quick changes).
- Run lighting cues—start with the hardest moments.
- Run sound cues using actual mics and speakers in the performance space.
- Label backstage zones clearly: costume changes, storage, prop tables.
- Prep your tech toolkit:
  - Sharpies
  - Gaff tape
  - Flashlights
  - Batteries
  - Safety pins
  - Pre-threaded needles
  - Extra mic tape
  - Water bottles & gloves (label them!)
- Review backstage etiquette: quiet, efficient, respectful communication.

### Notes:

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## ✓ Front of House / Box Office Checklist

- Walk the patron journey from parking to seat—identify pain points.
- Test:
  - Ticket printers
  - Chip readers (box office & concessions)
  - Backup devices (iPads/tablets, Wi-Fi)
  - Paper ticket backups
- Confirm signage is clear (restrooms, exits, concessions).
- Train greeters and ushers—include:
  - Box office spiel
  - Late seating policy
  - Accessibility procedures
  - Emergency plans
- Make sure concessions are fully stocked and inventory is secure but accessible.
- Walk through lobby layout—is it clear, safe, and welcoming?
- Designate and prepare reserved "house seats" for flexibility.
- Know where the broom, mop, and salt are stored—and who can unlock them.

### Notes:

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