|  |  |  |  |
| --- | --- | --- | --- |
| **LOCATION:**  | [LOCATION][ADDRESS 1][ADDRESS 2] | **START:** **END:** **TOTAL:** | [TIME][TIME][DURATION] |
| **CALLED:**  | [ACTOR NAME][ACTOR NAME][ACTOR NAME] | **OTHERS** **PRESENT:** | [DIR. NAME][SM NAME][OTHER NAMES] |
| **ILLNESS:****INJURY:** | [NAME][NAME] | **LATE:****ABSENT:** | [NAME][NAME] |
| **TODAY’S REHEARSAL OVERVIEW** | **TOMORROW’S SCHEDULE**  |
| [DESCRIPTION OF THE DAY’S EVENTS] | [TIME-TIME]  | [WHAT] |
| [TIME-TIME]  | [WHAT] |
| [TIME-TIME]  | [WHAT] |
| [TIME-TIME] | [WHAT]  |
| **GENERAL:**  |
| * [NOTES RELEVANT TO ENTIRE TEAM]
 |
| **PROPS:**  |
| * [NOTES]
 |
| **SCENIC:**  |
| * [NOTES]
 |
| **SOUND:**  |
| * [NOTES]
 |
| **LIGHTING:**  |
| * [NOTES]
 |
| **COSTUMES:**  |
| * [NOTES]
 |

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| --- |
| **COMPANY MANAGEMENT:**  |
| * [NOTES]
 |
| **PRODUCTION MANAGEMENT:**  |
| * [NOTES]
 |
| **DISTRIBUTION LIST:** |
| [NAME], [NAME], [NAME] |