|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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] |