

The Official Production Book

Prepare the production book so that it is an accurate record of the production.

1. Title page, in the following form:

Title of Play
by Author
as produced by
Winthrop Theatre
Inclusive dates of performance
Directed by Name of director
Production Book prepared by _____
Stage Manager

2. Table of Contents
3. Copy of the printed program
4. Director's Notes if applicable
5. Actors
 - Description of each character: nature, personality, etc.
 - Costumes worn by each actor
 - Makeup used by each actor
 - Chart of characters appearing on stage by scenes
 - Small color photograph of each character in costume and makeup
6. Settings
 - Description of each setting from the audience viewpoint
 - Ground plans for each setting as used in rehearsals
 - Pictures for each setting
 - List of set props, by scenes

- List of hand props, by scenes

7. Lighting

- Description of the lighting of each scene from audience viewpoint
- All light cues

8. Sound

- Description of music and off stage sound effects
- All sound cues. [See Appendix C for “Sound Cue Sheet” form]

9. Script

- Promptbook as prepared according to instructions in this manual.
- A page that explains all symbols, colors, and terminology precedes the script.

10. Rehearsal data

- Data sheets of each member of the cast
- Record of each rehearsal, showing date and place held.
- Summary of acting rehearsal and performance time

11. Publicity

- Copy of program
- Copy of all activity and reviews.

12. Miscellaneous

- Items to be included at director’s discretion