

FESTIVAL CHECKLIST

The following needs to be provided before or by dates listed

DUE AT DIRECTOR'S MEETING

- Director's information Sheet
- Permission to cut ?
- Use of Music form - (you may have sent this to METG already)
- Waivers
- Proof of Royalty Payment
 - Royalty Payment
 - You may have sent this through the METG form
- How many square feet do you need to store your set?
- Lighting and sound needs

After this meeting these need to directly to the guild right away.

BY FEB 6TH send directly to john quinn at ejohnquinn@yahoo.com

- Program page in word in case we have to make adjustments - I always do sadly.

BY FEBRUARY 11TH

- Send pizza form and check made out to Backstage Boosters to John Quinn at his home address 1489 West Street, Wrentham MA 02093

AT or BEFORE TECHNICAL REHEARSAL

- Medical Forms and cover sheet submitted through METG forms
- Liability Waivers submitted through METG forms
- Company Breakdown Sheet
- Two copies of the cut script
- Play information sheet
- Director's concept

- ❑ Lunch Order form and money (Check made out to Backstage Boosters)