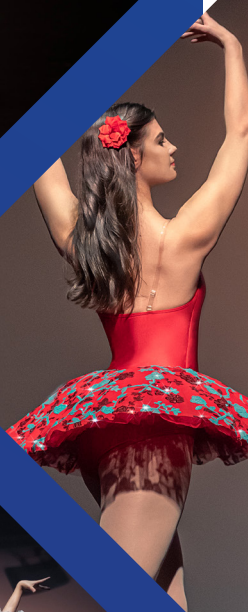




# Dance Show Checklist



# Dance Show Checklist

Name of Show/Production:

## Dates & Location

Venue: .....

Dress Rehearsal: .....

Technical Rehearsal: .....

Date of Show run: .....

## Initial Planning Add your date

- |   |  |
|---|--|
| <input type="checkbox"/> Showroom visit booked              | <input type="checkbox"/> Check with theatre, booking/date confirmed                  |
| <input type="checkbox"/> Lighting assistant/company booked  | <input type="checkbox"/> Check local authority guidelines for chaperone requirements |
| <input type="checkbox"/> Sound assistant/company booked     | <input type="checkbox"/> Dance themes agreed/choreographers confirmed                |
| <input type="checkbox"/> Photographer booked                | <input type="checkbox"/> Letters with initial dates and show information sent        |
| <input type="checkbox"/> Videographer booked                | <input type="checkbox"/> Set requirements established                                |
| <input type="checkbox"/> Consent forms sent                 | <input type="checkbox"/> Prop requirements established                               |
| <input type="checkbox"/> Deposit from participants received | <input type="checkbox"/> .....   |
| <input type="checkbox"/> Venue risk assessment completed    | <input type="checkbox"/> .....   |
| <input type="checkbox"/> Check music license requirements   | <input type="checkbox"/> .....   |
| <input type="checkbox"/> Music selected                     | <input type="checkbox"/> .....   |

## Step Two Add your date

- |  |   |
|--|---|
| <input type="checkbox"/> Costumes selected and sizing order placed | <input type="checkbox"/> Poster artwork for advertising                                     |
| <input type="checkbox"/> Consent forms received                    | <input type="checkbox"/> Arrange merchandise - e.g. hoodies for participants                |
| <input type="checkbox"/> Cast list completed                       | <input type="checkbox"/> Set made/purchased   |
| <input type="checkbox"/> Final payments received from participants | <input type="checkbox"/> Rehearsal schedule letter sent – dress, tech rehearsal information |
| <input type="checkbox"/> Running order finalised                   | <input type="checkbox"/> .....  |
| <input type="checkbox"/> Music edited                              | <input type="checkbox"/> .....  |
| <input type="checkbox"/> Props purchased                           | <input type="checkbox"/> .....  |
| <input type="checkbox"/> Arrange how ticket sales will occur       | <input type="checkbox"/> .....  |

## Step Three Add your date

- |   |  |
|---|--|
| <input type="checkbox"/> Costume sizing samples/fitting of students | <input type="checkbox"/> Place tickets on sale |
| <input type="checkbox"/> Large costume order placed                 | <input type="checkbox"/> Promote the show      |
| <input type="checkbox"/> Chaperone list collated                    | <input type="checkbox"/> .....                 |
| <input type="checkbox"/> DBS check numbers received from chaperones | <input type="checkbox"/> .....                 |
| <input type="checkbox"/> Dressing room allocations complete         | <input type="checkbox"/> .....                 |
| <input type="checkbox"/> First Aiders certificates received         | <input type="checkbox"/> .....                 |
| <input type="checkbox"/> Prop list for running order                | <input type="checkbox"/> .....                 |
| <input type="checkbox"/> Programmes created                         | <input type="checkbox"/> .....                 |

## Step Four Add your date

- |   |  |
|---|--|
| <input type="checkbox"/> Costumes handed out/labelled and organised                   | <input type="checkbox"/> Tech plan for light and sound operators |
| <input type="checkbox"/> Shoes and tights ordered                                     | <input type="checkbox"/> Quick change list                       |
| <input type="checkbox"/> Accessories ordered  | <input type="checkbox"/> .....                                   |
| <input type="checkbox"/> Final letters with information for show week to parents      | <input type="checkbox"/> .....                                   |
| <input type="checkbox"/> Arrange raffle/fundraising activity                          | <input type="checkbox"/> .....                                   |
| <input type="checkbox"/> Final letters with information for show week sent to parents | <input type="checkbox"/> .....                                   |
| <input type="checkbox"/> Programmes printed   | <input type="checkbox"/> .....                                   |

## Final Week Add your date

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> First aid kits including ice packs                               | <input type="checkbox"/> ..... |
| <input type="checkbox"/> Signs created – toilets, exits, first aid, quiet, running orders | <input type="checkbox"/> ..... |
| <input type="checkbox"/> Blu tac  | <input type="checkbox"/> ..... |
| <input type="checkbox"/> Sign in/sign out list  | <input type="checkbox"/> ..... |
| <input type="checkbox"/> Clip boards with running orders                                  | <input type="checkbox"/> ..... |
| <input type="checkbox"/> Lanyards – chaperones, staff members                             | <input type="checkbox"/> ..... |
| <input type="checkbox"/> Gifts/thank you cards for helpers and staff                      | <input type="checkbox"/> ..... |

## Boxes For Dressing Rooms

Add your date

<input type="checkbox"/> Bun nets	<input type="checkbox"/>	.....
<input type="checkbox"/> Hair pins and grips	<input type="checkbox"/>	.....
<input type="checkbox"/> Hair bands	<input type="checkbox"/>	.....
<input type="checkbox"/> Hairspray	<input type="checkbox"/>	.....
<input type="checkbox"/> Makeup items (if providing)	<input type="checkbox"/>	.....
<input type="checkbox"/> Makeup wipes	<input type="checkbox"/>	.....
<input type="checkbox"/> Sewing kit	<input type="checkbox"/>	.....
<input type="checkbox"/> Safety pins	<input type="checkbox"/>	.....
<input type="checkbox"/> Combs	<input type="checkbox"/>	.....
<input type="checkbox"/> Tissues	<input type="checkbox"/>	.....
<input type="checkbox"/> Nail varnish remover	<input type="checkbox"/>	.....
<input type="checkbox"/> Screwdriver	<input type="checkbox"/>	.....
<input type="checkbox"/> Jelly babies	<input type="checkbox"/>	.....

Well done on all your hard work, and  
remember the most important thing is to...

# Enjoy the show!