

# OAP DIRECTOR AND CONTEST MANAGER REHEARSAL CHECKLIST

The top portion of this checklist is to be completed by director prior to arrival for rehearsal. May be scanned and e-mailed, faxed or presented immediately prior to the rehearsal period. \*Do not recommend mailing unless you can guarantee it will arrive prior to scheduled day of rehearsals. \*\*Director should retain a copy of form and documents and have them available at the rehearsal and contest.

## To be completed by the director prior to the first rehearsal:

School: \_\_\_\_\_

Director: \_\_\_\_\_

Cell: \_\_\_\_\_

Show \_\_\_\_\_

## Copies of required documents below must be presented with this form prior to the first rehearsal.

\_\_\_\_\_ Proof of royalty paid with date or month of contest (attach copy)

\_\_\_\_\_ Permission to cut/perform or license to perform (attach copy)

\_\_\_\_\_ Additional Permissions such as gender changes and specific cuts or changes (attach copy)

\_\_\_\_\_ Music Log (attach copy)

\_\_\_\_\_ Check for the site fee or note if it has been mailed

## List the quantity for each unit set piece which you will need for your show:

Standard Platforms (up to 2)      \_\_\_\_\_ 4'x8'      \_\_\_\_\_ 4'x4'      \_\_\_ramp      \_\_\_\_\_ 1' cubes (up to 4)

Right Angle triangle platform (1 each) \_\_\_\_\_ 2'      \_\_\_\_\_ 3'      \_\_\_\_\_ 4'      (*side lengths NOT heights*)

Step units (up to 2)      \_\_\_\_\_ 2'w      \_\_\_\_\_ 4'w

Pylons (up to 2)      \_\_\_\_\_ 4'h      \_\_\_\_\_ 6'h      \_\_\_\_\_ 8'h

Flats (up to 2)      \_\_\_\_\_ bi-fold      \_\_\_\_\_ tri-fold

Standard Door Unit (up to 2)      \_\_\_\_\_

Door Unit with extender flat – 8'h      \_\_\_\_\_

French Door Unit      \_\_\_\_\_

**To be completed by contest manager:**

School Name: \_\_\_\_\_

Spike tape color: \_\_\_\_\_

\_\_\_ Script with marked cutting received by judge at least one week prior rehearsal. Date received: \_\_\_\_\_

**Prior to start of rehearsal time Contest Manager MUST cover these competition details:**

\_\_\_ Collect Required documents

\_\_\_ Process for collecting items from STORAGE BOX to waiting for SET UP start time on performance day.

\_\_\_ Blue Out vs. Black Out prior to starting performance clock.

    \_\_\_ Need Blue light to get into places     \_\_\_ Do not need blue light for places

\_\_\_ Process for end of SETUP to START of show

    \_\_\_ Actors start on stage                      \_\_\_ Actors start offstage

\_\_\_ Plan for time calls from Site Crew/OAP Staff during rehearsal and performance

    School wants performance Calls from staff given to:     \_\_\_ whole group aloud     \_\_\_ Stage Manager  
    Only

\_\_\_ Process for END of PLAY to STRIKE after performance

\_\_\_ Plan for loading out on competition day

**DURING REHEARSAL TIME**

Rehearsal start time: \_\_\_\_\_ Rehearsal finish time: \_\_\_\_\_

**PROPS**

\_\_\_ Weapons follow safety guidelines

\_\_\_ No Liquids rule followed

\_\_\_ Medicines follow content guidelines

\_\_\_ Non-Standard use of the unit set is safe and follows guidelines

**START/END Cues**

\_\_\_ Observed opening cues     First Cue is     \_\_\_ SOUND     \_\_\_ LIGHTS     \_\_\_ OTHER: \_\_\_\_\_

\_\_\_ Observed closing cues     Final Cue is     \_\_\_ SOUND     \_\_\_ LIGHTS     \_\_\_ OTHER: \_\_\_\_\_

\_\_\_\_\_  
Questions/concerns: