



ASM ASSIGNMENTS

Erica Perrin	Shelby Krarup
Costumes	Scenery
Sound (Mics)	Props
Prompting/Line Notes	Prompting/Line Notes
SR	SL

Shelby

- 1) Help to set up the theatre each night for rehearsal.
- 2) Check in with the scene shop and prop shop outside of production meetings as needed
- 3) Know what rehearsal props we have, and what will be needed for each night's rehearsal
- 4) Track all hand props and furniture in rehearsal
- 5) Update Props List on a weekly basis- by Saturday of each rehearsal week
- 6) Create Preset List
- 7) Work with Erica to create shift plot
- 8) Once the cast is off-book, share responsibility for prompting and line notes during rehearsals

Erica

- 1) Help to set up the theatre each night for rehearsal.
- 2) Check in with the costume shop outside of production meetings as needed
- 3) Coordinate use of costume pieces in rehearsal
- 4) Track all costume changes
- 5) Update Character/Scene Breakdown as needed
- 6) Create costume plot/quick change plot
- 7) Prepare mic script with all specific casting notes, offstage signing, etc
- 8) Work with Shelby to create shift plot
- 9) Once cast is off-book, share responsibility for prompting and line notes during rehearsals