



Producer's Checklist
Last Resort Players
4-16-2011

TASK	RESPONSIBILITY	CONTACT INFO	NOTES	COMPLETED	NOTES
Go-between Director and BOARD					
Obtain Play contract for Board Signature					
Reserve Locations: Sign-ups, auditions, rehearsals, performances and set construction					
Prepare Budget w/Director - Revise Budget as needed					
Supervise Expenditures to Budget					
Obtain Scripts					
Locate Sources of Scenery, Props, Costumes, Lighting 3/1/2012 and Sound					
Distribute List for Building Supplies w/authorized signers to Construction Venders					
Direct Publicity and Promotions					