



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

TASK	RESPONSIBILITY	CONTACT INFO.	NOTES	COMPLETED	NOTES
Coordinate Poster Art & obtain Board Approval					
Oversee & Ensure Budget, Contract Obligations & Legal Requirements					
Oversee Managers of Publicity, business, tickets, programs & House					
Arrange for between show food	N/A	N/A	N/A	N/A	N/A
Oversee Payments by Board					
Return Rented or Borrowed Material & dispose of items not required for future Productions					
Distribute & Supervise Return of 3 sets of Keys					
Arrange Cast Party					