

Stagecraft Design Projects Checklist

DUE: Thursday, December 18th

Using Neil Simon's God's Favorite students will select one of four technical areas to create original designs

Use the website ophstheatre.org as a resource to help you achieve your designs.
(Website Resources: Click on Classes, then Stagecraft)

House & Publicity:

- Generate Tickets
 1. Using MS Word create and print tickets (one or more) for the show (Reserved Seating or General Admission). See rubric to ensure you get all required elements.
- Generate Program
 1. Using MS Word create and print a show program. See rubric to ensure you get all required elements.
- Generate Poster
 1. Using MS Word, Publisher, or Powerpoint create and print a show poster. See rubric to ensure you get all required elements.

*****HOUSE & PUBLICITY RUBRIC BELOW*****

HOUSE & PUBLICITY

Criteria	33.3	66.6	100
Tickets	The tickets are well organized and maximize the space without too much negative space. The tickets contain the production company, play title (<i>Italicized</i>), dates and times of performances, seat assignments (RESERVED SEATING ONLY), and a production image (consistent with program and poster)	The tickets are well organized and maximize the space without too much negative space. The tickets contain the production company, play title (<i>Italicized</i>), dates and times of performances, seat assignments (RESERVED SEATING ONLY), and a production image (consistent with program and poster)	The tickets are well organized and maximize the space without too much negative space. The tickets contain the production company, play title (<i>Italicized</i>), dates and times of performances, seat assignments (RESERVED SEATING ONLY), and a production image (consistent with program and poster)
Program	The Title Page is missing 3 or more elements: production company, show title, playwright, dates of performances, price of tickets, & location of performance. Title Page DOES NOT follow the 75, 25 rule (75% image, 25% text). Production Page is missing 3 or more elements: production company, play title, playwright, directing/ managing staff & crew heads. Cast of Characters page is missing 3 or more elements: character names and who plays them, Time and Place of the play, scene breakdown, whether or not it has an intermission (and how long), estimated run time of the performance (including intermission) Director's Note page is missing 3 or more elements: show synopsis (break down of the story, and a brief production history—when it was written, time on Broadway, etc.)	The Title Page is missing 1 or 2 elements: production company, show title, playwright, dates of performances, price of tickets, & location of performance. Title Page DOES NOT follow the 75, 25 rule (75% image, 25% text). Production Page is missing 1 or 2 elements: production company, play title, playwright, directing/ managing staff & crew heads. Cast of Characters page is missing 1 or 2 elements: character names and who plays them, Time and Place of the play, scene breakdown, whether or not it has an intermission (and how long), estimated run time of the performance (including intermission) Director's Note page is missing 1 or 2 elements: show synopsis (break down of the story, and a brief production history—when it was written, time on Broadway, etc.)	The program has: Title Page with production company, show title, playwright, dates and times of performances, price of tickets, & location of performance. Title Page follows the 75, 25 rule (75% image, 25% text). Production Page with production company, play title, playwright, directing/ managing staff & crew heads. Cast of Characters page with character names and who plays them, Time and Place of the play, scene breakdown, whether or not it has an intermission (and how long), estimated run time of the performance (including intermission) Director's Note page with a show synopsis (break down of the story, and a brief production history—when it was written, time on Broadway, etc.)

Continued on back...

HOUSE & PUBLICITY

Poster	The poster DOES NOT obey the 75, 25 rule (75% image, 25% text). The poster is missing 3 or more elements: the production company, title of show, playwright, dates and times of performances, ticket prices, location of performance, and where tickets can be purchased	The poster obeys the 75, 25 rule (75% image, 25% text). The poster is missing 1 or 2 elements: the production company, title of show, playwright, dates and times of performances, ticket prices, location of performance, and where tickets can be purchased	The poster obeys the 75, 25 rule (75% image, 25% text). The poster contains the production company, title of show, playwright, dates and times of performances, ticket prices, location of performance, and where tickets can be purchased
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