

# Traditional Program Credit Order and Checklist

Compiled and Edited by Richard Finkelstein

I have worked for both academic and professional theatres for nearly 30 years. Especially in the academic arena I have also witnessed some outlandish program publication. Examples would include: Listing of the hairdresser above the Technical Director; forgetting to credit the playwright; listing designers as "crew"; forgetting to list an intermission; failing to list the licensing agent (usually in violation of the contract) etc. These can be serious problems or lead to serious problems. To help to educate, I have assembled this checklist. It includes most of the personnel and information that one MIGHT wish/need to provide in a program. Thus it is intended as a checklist/reminder. Of course the needs of individual productions would vary so this is obviously a guide and not the bible on the subject. Still I submit the listing to you in the hopes that it may help to solve a persistent problem. RF

## **Cover or First Page Info.**

- Play Title
- Playwright
- Translator
- Composer
- Librettist
- Presenting Organization
- Performance Location
- Performance Date(s) INCLUDING YEAR
- Theatre contact information
- Website Address

## **Creative Team**

(These should be together in the same place.)

- Director
- Musical Director and/or conductor
- Choreographer
- Set Designer (Scenic Designer)
- Costume Designer
- Lighting Designer
- Sound Designer

## **Department Heads**

- Technical Director
- Stage Manager
- Dramaturg
- Master Carpenter(s)
- Master Electrician
- Costume Shop Foreman
- Property Master
- Sound
- Wardrobe Master
- Charge Artist
- Makeup Design
- Dance Captain

## **Cast Listing**

- List in a logical order. Traditionally either in order of appearance or in alphabetical order.
- Double Casting
- Use of George Spelvin
- Leads first
- Chorus
- Dancers
- Understudies
- Understudy Policy

## **Musicians**

- All are listed along with the instruments that they play

**Assistants** (note the difference between the terms: associate, assistant, assistant to)

- Assistant Director
- Assistant Designers
- Assistant Choreographer
- Assistant Musical Director
- etc.

## **Program Notes**

## **Directors Notes**

## **Dramaturgical Notes**

## **Producers Notes**

## **Act and Scene Time and Place**

## **Intermission and Pause Location and length**

## **Crews**

- Carpentry
- Flymen
- Electrics
- Costume Construction
- Wardrobe
- Properties
- Makeup
- Publicity
- Sound

## **Refreshment Information**

## **Photo and Recording Policy**

## **Pager and Cell-Phone Policy**

## **ACTF Policy**

## **Access Policies**

## **Biographies of Cast and other major players.**

- Determine a logical order such as alphabetical by last name
- Determine content, length, and editorial policies

## **Cast and Crew Photos**

## **Safety & Exit Information**

### **Warnings:**

- . Strobe lights
- . Smoke/fog
- . Loud Noises (guns, explosions)
- . Nudity
- . Mature subject matter, language

## **Late Seating Policy**

**Season, Subscription, and box office Information** including the box office phone number

## **Sponsors and Donors**

## **Volunteers**

## **Wish List**

## **Acknowledgment Lists**

## **Music Copyright Information**

## **Regalia Purchasing Information**

## **Department Faculty and Staff List**