FOR ANY CHURCH PRODUCTION

The Backstage Print Pack

Everything you print for show week. Print it, cut it, tape it up. Done in one evening.

So show week runs smoothly, and nobody has to ask "Where do I go?"

WHAT'S INSIDE

1. Call board
2. "Scan to sign in" QR poster
3. Cast sign-in sheets (paper backup)
4. Crew jobs
5. Fast-change costume labels
6. Prop table labels
7. Backstage signs
8. Emergency info
9. Stage set-up checklist
10. Show-night plan cover

WORDS WE USE

Run of show
The show-night plan: every moment, in order, with times

Places
"Go to your starting spot." The show is about to begin.

Stage left / stage right
Left and right as the actor sees it, facing the audience

Fast change
A costume change that has to happen quickly, backstage

Tape marks
Small pieces of tape on the floor that show where things go

A print-ready PDF with write-in fields. Print on plain white paper, US Letter. Black-and-white printers are fine. Use card stock for the signs and labels if you have it. When you write on these pages, use a dark pen and print in CAPITAL letters.

Want the full plan for your show? **The Final Six Weeks** walks you week by week from rehearsal to opening night. Scan the code or go to posmoe-pro.systeme.io/0d47c600

START HERE

When to print what

You don't need everything at once. Print each set when you need it.

WHEN	PRINT THESE PAGES
2 weeks before	Crew jobs · Call board · Emergency info
Tech rehearsal	Backstage signs · Prop table labels · Stage set-up checklist · Show-night plan cover
Dress rehearsal	Fast-change labels · Cast sign-in sheets · "Scan to sign in" QR poster
Show day	Nothing new. Walk around and check that every page is posted.

Each page tells you where it goes: backstage, in the booth, or with the stage manager.

THE SHOW WEEK PROMISE

Use it for your show. If it doesn't help, it's free.

If this pack doesn't make your show week easier, email us at info@posmoe.com within 30 days after your show. We'll give you all your money back.

And you can keep the pack. No hard questions.

POST THIS BACKSTAGE

Call board

The schedule everyone checks

Show: _____

WHAT	DATE	ARRIVE	DONE	BRING
Tech rehearsal	EXAMPLE *Thu, Dec 17*	*6:30 PM*	*9:30 PM*	*Script, dance shoes*
Dress rehearsal				Full costume and makeup
Show				
Show 2				

Show day

WHAT	TIME
Crew arrives	
Cast arrives	
Mic check	
Warm-up	
Doors open	
Prayer circle	
Places (go to your starting spot)	
Showtime	

Notes:

SHOW: _____

CAST AND CREW

SCAN TO SIGN IN

Tape or glue your QR code here

No phone? Sign the paper sheet with the stage manager.

SET IT UP IN 5 MINUTES · CUT OFF THIS STRIP BEFORE YOU POST THE SIGN

1. Make a Google Form. Ask three things: name, cast or crew, and time you got here.
2. Click Send. Copy the form's link.
3. On a computer: open the link in Google Chrome. Right-click the page. Choose "Create QR code for this page." Download it.
4. On a phone: open the link in Chrome. Tap Share. Tap QR code. Save it.
5. Print the QR code at least 3 inches wide. Tape it in the box. Keep the paper sign-in sheet as a backup.

STAGE MANAGER KEEPS THIS

Cast sign-in

Show: _____

Everyone signs in when they get here. Write the time you got here in the column for that day. **Use a dark pen. Print in CAPITAL letters.**

NAME	TECH	DRESS	SHOW	SHOW 2	PHONE
EXAMPLE *JORDAN S.*	*6:25*	*9:55*			*555-0100*

Check the list 15 minutes after arrival time. Call anyone who isn't here.

STAGE MANAGER KEEPS THIS

Cast sign-in

Show: _____

NAME	TECH	DRESS	SHOW	SHOW 2	PHONE

STAGE MANAGER KEEPS THIS

Cast sign-in

Show: _____

NAME	TECH	DRESS	SHOW	SHOW 2	PHONE

Need more room? Print more copies of this page.

POST THIS BACKSTAGE · GIVE A COPY TO EVERY CREW MEMBER

Crew jobs

Show: _____

Every job gets one name and one backup. If a job has no name, nobody will do it. **Use a dark pen. Print in CAPITAL letters.**

JOB	WHO	SCENE	BACKUP
Stage manager		All	
Sound		All	
Lights		All	
Props table	EXAMPLE *ANA R.*	*All*	*MARCUS T.*
Fast changes			
Kids backstage		All	
Doors and ushers			
Move set piece:			
Move set piece:			
Move set piece:			
Move set piece:			

CUT ON THE DOTTED LINES · PUNCH THE CIRCLE · HANG ON THE HANGER

Fast-change labels

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

Write the person's name on the big line. "Change #" means which costume change this is for them: 1st, 2nd, 3rd. Punch the circle with a hole punch. Hang the label on the hanger hook. **Use a dark pen. Print in CAPITAL letters.**

EXAMPLE *MARY · Scene 6 · Change #2 · Helper: JESS*

CUT ON THE DOTTED LINES · PUNCH THE CIRCLE · HANG ON THE HANGER

Fast-change labels

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

FAST CHANGE

PUNCH

Scene _____ Change # _____

Helper _____

Need more? Print more copies of this page.

CUT OUT · TAPE TO THE PROPS TABLE

Prop table labels

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

Trace each prop inside its box. When a box is empty, you know right away which prop is missing. **Use a dark pen. Print in CAPITAL letters.**

EXAMPLE *GIFT BOX · Scene 9 · Who: WISE MAN 1*

CUT OUT · TAPE TO THE PROPS TABLE

Prop table labels

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

PROP

Trace the prop here

Scene _____ Who _____

Need more? Print more copies of this page.

Show: _____

BACKSTAGE

QUIET

Show in progress

Show: _____

BACKSTAGE

CAST ONLY

Thank you for helping us keep this space clear

CUT IN HALF · TAPE ONE ON EACH SIDE OF THE STAGE

Show: _____

YOU ARE ON

STAGE LEFT

BROADWAY CHURCH

Show: _____

YOU ARE ON

STAGE RIGHT

BROADWAY CHURCH

Stage left and stage right are left and right as the actor sees it, facing the audience.

Show: _____

BACKSTAGE

FAST CHANGE

Helpers and costumes only

POST THIS BACKSTAGE AND IN THE BOOTH

Emergency info

Show: _____

IN CHARGE TONIGHT

THEIR PHONE

FIRST-AID KIT IS

EXAMPLE *Kitchen, top shelf by the sink*

AED (HEART SHOCK DEVICE) IS

CLOSEST EXITS

MEETING SPOT OUTSIDE

If someone gets hurt

1. The stage manager stops the show if needed. Turn on the room lights.
2. Call 911 for anything serious. Don't wait.
3. Get the first-aid kit and the person in charge.
4. If it's a child, call their parent right away.

Kids backstage

Children leave only with an adult on their pick-up list. The one adult who checks every child out:

_____

NAME	JOB	PHONE
	Pastor	
	Director	
	Stage manager	
	Building contact	

STAGE MANAGER · BEFORE DOORS OPEN

Stage set-up checklist

Check every box before the doors open. Add your own items on the blank lines.

	ON STAGE	CHECKED BY
☐	Set pieces on their tape marks	
☐	Opening props in place	
☐	Stage floor clear and swept	
☐	Curtain closed	
☐	EXAMPLE *Manger set at center stage*	

	BACKSTAGE AND BOOTH	CHECKED BY
☐	Props table full. No empty boxes.	
☐	Fast-change costumes set out with labels	
☐	Glow tape on backstage paths	
☐	Every mic on and tested	
☐	Show-night plan (run of show) at the booth, with the stage manager, and on both sides of the stage	
☐	Water backstage	
☐	Every cast member signed in	
☐		
☐		

PUT THIS ON TOP OF EVERY PRINTED SHOW-NIGHT PLAN

Run of show

The show-night plan

Show: _____

Date: _____ Copy #: _____

THIS COPY IS FOR

- [ ] Booth
- [ ] Stage manager
- [ ] Stage left
- [ ] Stage right

If it's not on this sheet, it doesn't happen. Use the newest copy only. Throw old copies away.

NEED MORE HELP?

What's next

Pick the one that fits where you are. Scan a code with your phone camera, or type the short link.

RIGHT NOW · STUCK IN REHEARSALS?

Book a Rescue Session

Send us a video of your rehearsal. We'll watch it and meet with you on Zoom for 45 minutes. You'll leave with a written plan. To book, email us and write "Rescue." We'll send you the link.

info@posmoe.com

FOR THIS SHOW · WANT THE FULL PLAN?

The Final Six Weeks

Week by week, from rehearsal to opening night. What to lock in, what to cut, and what to say to your cast.

posmoe-pro.systeme.io/0d47c600

AFTER THIS SHOW · YOUR NEXT PRODUCTION

Want us to direct it with you?

Christmas, Easter, a musical or a special event. We work with a few churches each year. Book a free 20-minute call.

posmoe-pro.systeme.io/7f292f33

Thank you for serving your church this way.

Fredrick & Moenike Custard

This pack is for your church's team. Know another director who needs it? Send them to posmoe-pro.systeme.io/0d47c600

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