

Packets should be prepared during Pre-production
 Crew Packet "+" materials should be added before Crew View.

PACKETS	Create and Print out labels for Company Packets (Double check spelling of all names)
	Label company folders for packets
	Compile all the packets prior to 1st rehearsal using the lists below
ACTORS & SM TEAM	AE) Equity N) Non-Equity U) Undergrad YP) Young Performer GF) Graduate Student/Faculty
ALL	Wallet card
ALL	Contact sheet
ALL	Rehearsal & Performance calendar
ALL	Actor/Scene breakdown or Running Order (If available)
ALL	Emergency info form** (<i>Into SM Production Book</i>)
ALL	Parking Memo
ALL	Comp Policy
ALL	AEA Responsibilities of the Actor
ALL	Archival Photo Request Form
ALL	CBT Company Guidelines
U, YP	Class Excuse Letter (when applicable)
U	Dorm Closing Letter (When Applicable)
AE	Actor Votes (LORT shows only)
AE, N	Medical Services (Out Of Town actors only)
DESIGNERS	Same EXCEPT Company Guidelines & AEA Responsibilities
CREW	Same as ACTORS (no AEA Materials)
	+ Stage Crew Manual
	+ Tech Schedule
	+ Preliminary Shift Plot (If available)
	+ Revised Contact Sheet