

# Program Information Form

Please note...the information on this form is due to Kelly Cullinan by Friday, June 22, 2001. Information may be left in the Theatre Department mailbox or emailed to [cullinan@oswego.edu](mailto:cullinan@oswego.edu). For a version of this form in Adobe Acrobat, please visit the theatre department web page at [www.oswego.edu](http://www.oswego.edu).

The information listed on this form will be used to prepare the program. It is imperative that the information be provided by the deadline and to be as accurate and detailed as possible.

The director should approve this information. Please have the director initial each page to ensure their review and approval of the entire document. Please enter "n/a" where information is not applicable.

Also, upon completion a copy of the below items must be attached with this form

- a cast list, typed and listed in the order of appearance (please have each actor initial his or her name as a statement of their approval).
- musical numbers, who they are performed by and orchestral information
- the director's notes, and any other additional materials, e.g. Dramaturgical inserts.

Title: \_\_\_\_\_

Written by: \_\_\_\_\_

Adapted by: \_\_\_\_\_

Translated by: \_\_\_\_\_

Based on: \_\_\_\_\_

Book by: \_\_\_\_\_

Lyrics by: \_\_\_\_\_

Music by: \_\_\_\_\_

Composer: \_\_\_\_\_

\_\_\_\_\_ Director's Initials of Approval

## Production Team

Director: \_\_\_\_\_

Musical Director: \_\_\_\_\_

Choreographer: \_\_\_\_\_

Scenic Designer: \_\_\_\_\_

Costume Designer: \_\_\_\_\_

Sound Designer: \_\_\_\_\_

Lighting Designer: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Assistant Director: \_\_\_\_\_

Assistant Musical Director: \_\_\_\_\_

Assistant Choreographer: \_\_\_\_\_

Dramaturg: \_\_\_\_\_

Assistant Stage Manager: \_\_\_\_\_

Assistant Scenic Designer: \_\_\_\_\_

Assistant Costume Designer: \_\_\_\_\_

Assistant Lighting Designer: \_\_\_\_\_

Assistant Sound Designer: \_\_\_\_\_

\_\_\_\_\_ Director's Initials of Approval

**Additional Staff**

Stage Combat: \_\_\_\_\_

Dance Captain: \_\_\_\_\_

Hair Design: \_\_\_\_\_

Scenic Artist: \_\_\_\_\_

Rehearsal Pianist: \_\_\_\_\_

Vocal Coaches: \_\_\_\_\_

Any other staff roles and their names: \_\_\_\_\_

\_\_\_\_\_

**Production Staff & Crew**

Technical Director: \_\_\_\_\_

Assistant Technical Director: \_\_\_\_\_

Master Electrician: \_\_\_\_\_

Board Operator: \_\_\_\_\_

Spotlight Operators: \_\_\_\_\_

Prop Master/Mistress \_\_\_\_\_

Deck Crew: \_\_\_\_\_

\_\_\_\_\_

Costume Construction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Director's Initials of Approval

Wardrobe: \_\_\_\_\_

Makeup: \_\_\_\_\_

Costume Maintenance: \_\_\_\_\_

\_\_\_\_\_

Light Hang: \_\_\_\_\_

\_\_\_\_\_

Any other staff or crew teams: \_\_\_\_\_

\_\_\_\_\_

### **Special Thanks**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Setting**

Act I: \_\_\_\_\_

Act II: \_\_\_\_\_

Act III: \_\_\_\_\_

Number of and length of intermissions: \_\_\_\_\_

### **Attachments** (all attachments must be typed)

\_\_\_\_\_ a cast list, listed in the order of appearance (please have each actor initial his or her name as a statement of their approval).

\_\_\_\_\_ musical numbers, who they are performed by and orchestral information

\_\_\_\_\_ the director's notes, and any other additional materials, e.g. Dramaturgical inserts

\_\_\_\_\_ Director's Initials of Approval