

Costume Crew Backstage

Name	
Contact Information preferred	
Available	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone Number	
Email	
Times Available	
Crew Role/ Position	
Responsible for	
Backstage Area/ Location	
Walkie- Talkie Channel	
Backup Plan if unavaillable	
Agreements	



Additional Information




Scene Plan

Scene	Content	Role/ Character	Stage Entry	Stage Exit	Quickchange <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
					<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
					<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
					<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
					<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
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					<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>
					<div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>



Checklist Preparation& Tools

Date _____

		Szene	Timing	Location
Zippers / Velcro ready				
Shoes placed and open				
Accessories ready				
Props ready				
Spare parts available				
Sewing kit / safety pins prepared				



Checklist Preparation & Tools

Date _____

	✓	Scene	Timing	Location



Tasks for Scene _____

Notes													
Timing													
Task													



Stage Reconstruction from Scene _____

to Scene _____

Timing										
Signal to Tech Crew <input type="checkbox"/> Walkie- Talkie <input type="checkbox"/> Gesture <input type="checkbox"/> Cue <input type="checkbox"/> Other										
Post Check after Quick Change										
Bags/ Costume /Props placed at										
Stage Exit										
Stage Entry										



Stage Reconstruction from Scene _____ to Scene _____



Quickchange Plan: Scene _____

Ort									
Assistance									
No Help									
With Help									
Costume after									
Costume before									
Time Needed									
Timing									
Who ?									



Feedback from _____

