

Rehearsal Report

Instructions

Open with the facts:

Record the date, call and release times, room, rehearsal focus and attendance. List absences or late arrivals factually, following your organization's privacy practices.

Separate decisions from requests:

Summarize scenes or sequences worked, then record each change, question or outstanding need as its own note. Avoid paraphrasing a discussion as an approved decision unless it was confirmed.

Assign a next step:

Give each follow-up a named owner and due date when possible. Distribute the report to the agreed production list, and carry unresolved items into the next report.

Production details

Production / venue:

Stage manager:

Rehearsal focus:

Work completed:

Outstanding items / owner / due date:

Report date:

Call / release:

Present / absent / late:

Decisions & changes:

Next rehearsal / notices:

Example entries above are illustrative. Replace them with confirmed production facts; do not circulate example names or details as real report data.

Category	Note / action	Owner	Due date / status
Attendance	All called actors present except Maya Chen (arrived 6:12 pm); notified SM before call.	Stage manager	Logged
Work completed	Blocked Act I, Scene 3 through the entrance after the letter. Reviewed transition into Scene 4.	Director / cast	Complete
Decision	The letter will be preset on the stage-left table before the scene begins.	Props lead	Preset for next call
Outstanding	Confirm whether the practical lamp can remain lit during the transition; check sightlines from row H.	Lighting designer	Before Thursday run

Category	Note / action	Owner	Due date / status
Next call	Thursday, 6:30-9:30 pm; Act I run. Cast called for all of Act I.	Stage manager	Notice sent