

Rehearsal Schedule

Instructions

Work backward from the deadline:

Block out venue constraints, actor conflicts, technical rehearsals and the first performance. Reserve time for transitions, notes and breaks instead of filling every minute with scenes.

Make each call specific:

For every date, identify the room, called performers, scenes or musical numbers, and estimated start and end. Mark any hold or release time explicitly.

Publish and revise carefully:

Share the current version with the cast and crew using one agreed channel. Date revisions, highlight changes, and send a clear update when a call changes.

Production details

Production:

Schedule version / published date:

Venue:

Scheduling contact:

Use one row per rehearsal call. Add rows for split calls, holds or separate rooms so no one has to infer their schedule.

Date	Call time	Release time	Room / location	Scenes / numbers / work	People called	Break / notes	Conflict check