

Show Program

Instructions

Gather approved copy:

Confirm the title, author, rights-required credits, performance dates and venue wording with the producing organization before designing pages.

Collect biographies consistently:

Set a word limit and deadline for cast and creative-team bios. Ask contributors to check spelling, pronouns and role credits; edit to the agreed length.

Proof a final version:

Verify the running order, staff credits, acknowledgments and sponsor names against approved sources. Print a proof and check page order, legibility and any required licensing language.

Production details

Production title:

Performance dates:

Director:

Running order / intermission:

Creative & production credits:

Rights / licensing text:

Author / composer / lyricist:

Venue:

Producer / presenting organization:

Cast list:

Acknowledgments / sponsors:

A checklist of content is not a ready-made Google Doc. Copy approved material into your chosen layout tool and follow your production's licensing requirements.

Program section	Information to gather	Contributor / source	Approved by	Proofed
Cover	Show title, author, company, dates and venue			
Welcome	Short note from the producing organization			
Cast	Performer name, character and approved biography			

Program section	Information to gather	Contributor / source	Approved by	Proofed
Creative team	Role, name and approved biography			
Production credits	Design, stage management, crew and front of house			
Acknowledgments	Approved sponsors, donors and community thanks			
Back cover	Approved contact, season or sponsor information			