

KidStuf Multisite Preparation Process

Month: _____

Campus: _____

7 – 8 weeks before production

Week of: _____

- Creative Planning Meeting is held

4 – 5 weeks before production

Week of: _____

- Script is sent out
- Ensure KidStuf is in the program 2 Sundays before
- Update KidStuf information on website

2 weeks before production

Week of: _____

- Application Tool purchased
- Rehearsals begin (actors, singers, tech & stage crew)
- Postcards printed, cut, and labeled
- Request video cameras (2) and camera volunteer

Wednesday before production

Week of: _____

- Circle up with team leads and go over checklists
- Rehearsal held (everyone)
- Resources/props are acquired
- Get batteries for microphones
- Provide teaser for following month to the person doing the closing
- Postcards stamped and mailed
- Prepare activity for time before KidStuf: _____
- Tapes purchased for video cameras
- Prepare activity for after KidStuf: _____
- Go over Host Team needs with Host Team Director
- Choose pre-KidStuf videos and order
- Tech sheet completed (requirements)

Thursday before production

Week of: _____

- Circle up with team leads and go over checklists
- Rehearsal held (everyone)

Night before production

Week of: _____

- Stage extra chairs in storage room
- Stanchions and ropes are staged for set up
- Complete prep for application tool
- Set up video cameras
 - Load and label blank tapes
 - Charge batteries
 - Set up camera(s) and hook audio in (if necessary)

