

DRIFTWOOD PLAYERS PERFORMANCE REPORT

SHOW _____ NUMBER Ex. 1

DAY AND DATE _____

Time Open House: Actual Curtain: Time Act I: Intermission: Time Act II: Show Down: Total Running Time:	Announced Curtain: Reason for Delay: n/a	Late/Sick/Replacements:
		Crew Swings:

Actor/Show Notes:

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Tech Notes/Repairs and Maintenance Needed:

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Box Office Notes:

Front of House/Concessions (check with House Manager)

- Coffee Supply? (reg/decaf – less than ½ a decanter)
- Cup Supply? (fewer than 3 stacks)
- Snack Supply? (fewer than 3 boxes of cookies, 2 bottles of juice)
- Other/ (restrooms, cleaning supply)
- Any Unusual incidents? (illness, 911 calls, 3,4 patrons leaving early)
- Programs/Poster Supply? (fewer than 200 programs, 10 posters)
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Additional comments:

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**Respectfully Submitted,
Stage Manager:**

House Manager:

cc: (i.e. tech staff, producers, board@driftwoodplayers.com, etc.)