Rehearsal Reports

A rehearsal report for each rehearsal should be sent out by 12:00 p.m. the day following each rehearsal. Rehearsal reports are important because they serve as a detailed log of each rehearsal and allow the stage manager to inform the production team of updates that came up in rehearsal. A good rehearsal report is complete and specific, and should be able to be understood by people who were not at the rehearsal.

The following is an example of a portion of a good rehearsal report:

This is a good example because:
- It states the name of the play, date, space, and what was rehearsed
- It has a rolling schedule of the next week’s rehearsal schedule
- It is specific in all design notes—it answers most of the “big questions” -- who, what, when, where, how, and why
- It has contact information for the stage management team in case of questions. Including an email address is also a good idea.