Tech and Performance Reports

A Tech or Performance Report should be filled out and sent after each night of tech or performance. It functions in the same way as a rehearsal report. All information should be filled out completely and accurately, and anyone who was not there should be able to gather information from it.

Here is a good example of a tech report:

![Tech Report Example](image)

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**Alice’s Trip**

**Rehearsal Report #1**

**Rehearsal Date:** 11/10/12

**Rehearsal Work:**

- Company Call Time: 12:00P
- Start: 12:00P
- End: 6:15P
- filament: 6:15P
- Space: Ferde

**Personnel:**

- **Called:** Whole Company [W/0 FOH]
- **Late/Absent:** O. Granger (late by 15 min, not excused), S. Burgess (Absent, Excused), S. Hill (Absent, Excused)

**Activities:**

- 12:00P - Company Meeting
- 12:15P - Set up and Organizer
- 1:30P - Work/Scenic 1 - 2
- 3:30P - Break

**General Notes:**

- We will continue from Scene 3 and go for as we can for tomorrow.

**Problems/Accidents:**

- 1. Accident:
  - a. Natalie Heling scraped her foot and needed a bandage. One was placed by Heather Bland from the costume shop.
  - b. Caitlin F. Priest caught part of her hair on something (not sure what) and tore partially into her nailbed. Bandages and tape were placed by Melissa Moore from the minor.

**Set:**

- The newest cuba has a piece poking out from the bottom of the coat, it will be taped over for tomorrow work. Please see if you can get it down on Monday.

**Props:**

- All is updated, the new set pieces and deck cues tonight, they will be ready by tomorrow.

**Costumes/Hair/Make-up:**

- Erin did wonderfully, she will be back with us tomorrow for the Tech.

**Lighting:**

- None, Thanks.

**Sound:**

- None, Thanks.

**Directors:**

- None, Thanks.

**Production Assistant:**

- None, Thanks.

**Marketing:**

- None, Thanks.

**Audience Services:**

- None, Thanks.

**Secretary:**

- None, Thanks.

**Upcoming Schedule:**

- Sun (11/11) - Tech 12P - 6P
- Mon (11/12) - First Dress 6P
- Tues (11/13) - Second Dress 6P
- Wed (11/14) - Third Dress 6P
- Thurs (11/15) - Final Dress 6P
- Fri (11/16) - Opening 6P
Here is a good example of a performance report:

These are good examples because:
- They state the basic information: What the report is, name of play, date, time, who was called, who was absent, and what the task of the night was.
- In the production headings, they answers most of the “big questions”—who, what, when, where, how, why
- It would be useful to have a rolling schedule of the next week’s tech/performance schedule, as is shown in the reports above.
- It would also be useful to include contact information in case people have questions.