



PROMPT BOOK



PRE-SHOW CHECKLIST

Time: 6:15 (15 minutes before performers are called)

- ☐ Post Sign in
- ☐ Unlock theatre doors
- ☐ Turn on theatre work lights
- ☐ Check with Box Office about audience size
- ☐ Check in with Bar Manager
- ☐ Review FOH Info sheet/latecomer policy with FOH manager
- ☐ Unlock dressing and makeup room and green room
- ☐ Turn on dressing room lights
- ☐ Unlock booth
- ☐ Unlock properties cabinet
- ☐ Put ghost light away
- ☐ Find out who is the technician on call

Time: 6:30 (15 minutes before House opens)

- ☐ Give "15 minutes to house is open, please"
- ☐ Check that Crew has reported to Eve Spaeth
- ☐ Check that Actors have signed in
- ☐ Check that all running lights are in working order
- ☐ Have actors check properties
- ☐ Synchronize watches with house manager
- ☐ Give half-hour call to cast and crew
- ☐ Actors give me their valuables
- ☐ Lock up the valuables in safe



PRE-SHOW CHECKLIST

Time: 6:40PM (10 minutes after actor call)

- ☐ Check that all actors have signed in. CALL LATECOMERS IMMEDIATELY.
- ☐ Mic Checks
- ☐ Fight Calls
- ☐ Intimate Scene Calls

Time: 6:45PM (House Opens)

- ☐ Make sure all checks are complete
- ☐ Turn on work lights
- ☐ Note that lighting and sound pre-set are up
- ☐ Be sure light board has control of house lights
- ☐ Give "Stage is closed, please," call
- ☐ Do final visual check of stage
- ☐ Give "Places" for crew call
- ☐ Give Actor's 15 min warning

Time: 6:55PM (5 mins before top of show)

- ☐ Check in with Box Office and House Manager about patron seating and attendance
- ☐ Give Actors 5 min warning
- ☐ Give Actor's Places Call
- ☐ Listen for crew on headset to sign on

Time: 6:57PM (3 mins before top of show)

- ☐ Check with the House Manager via Booth to see how conditions are in the house, if the lobby is clear or if the audience is still arriving.



PRE-SHOW CHECKLIST

_____ Check to see that each actor is in his place before going to the stage Manager's desk.

_____ If the House Manager is having problems with getting the audience seated on time, hold the curtain for a few minutes and notify the actors of the delay. Wait until the House Manager gives approval but do not wait more than ten minutes.

_____ Begin the show if everyone and everything is ready and the House Manager gives the all clear sign.

Time: 7:00PM (top of show)

_____ Begin pre-show speech

_____ Begin stopwatch to time ACT I



INTERMISSION CHECKLIST

- _____ Thank everyone for a great first act
 - _____ Communicate with House Manager about audience and intermission status
 - _____ Take notes on running times and any issues or problems that occurred
 - _____ Check that ASMs and Deck Crew have cleaned the stage
 - _____ Check that all scenery, props, and costumes have been set and are ready for Act 2
 - _____ Communicate with Wardrobe Crew to make sure there are no issues and resolve any that occurred
 - _____ Organize personal Stage Manager's station
 - _____ Communicate with Light and Sound Board Operators to make sure that there are no issues and resolve any if they occurred
 - _____ Check all communication tools (headsets, monitors, intercom, etc.) to make sure that they are working
 - _____ Give Cast and Crew Members their 5-minute call; Give Pippin "places" to be onstage for the start of Act 2
 - _____ Give "places" at 3-minutes before Act 2 starts
 - _____ Communicate with House Manager to make sure that we are ready to begin Act 2
 - _____ Ensure that all crew members are at their assigned stations for Act 2
- Start Act 2



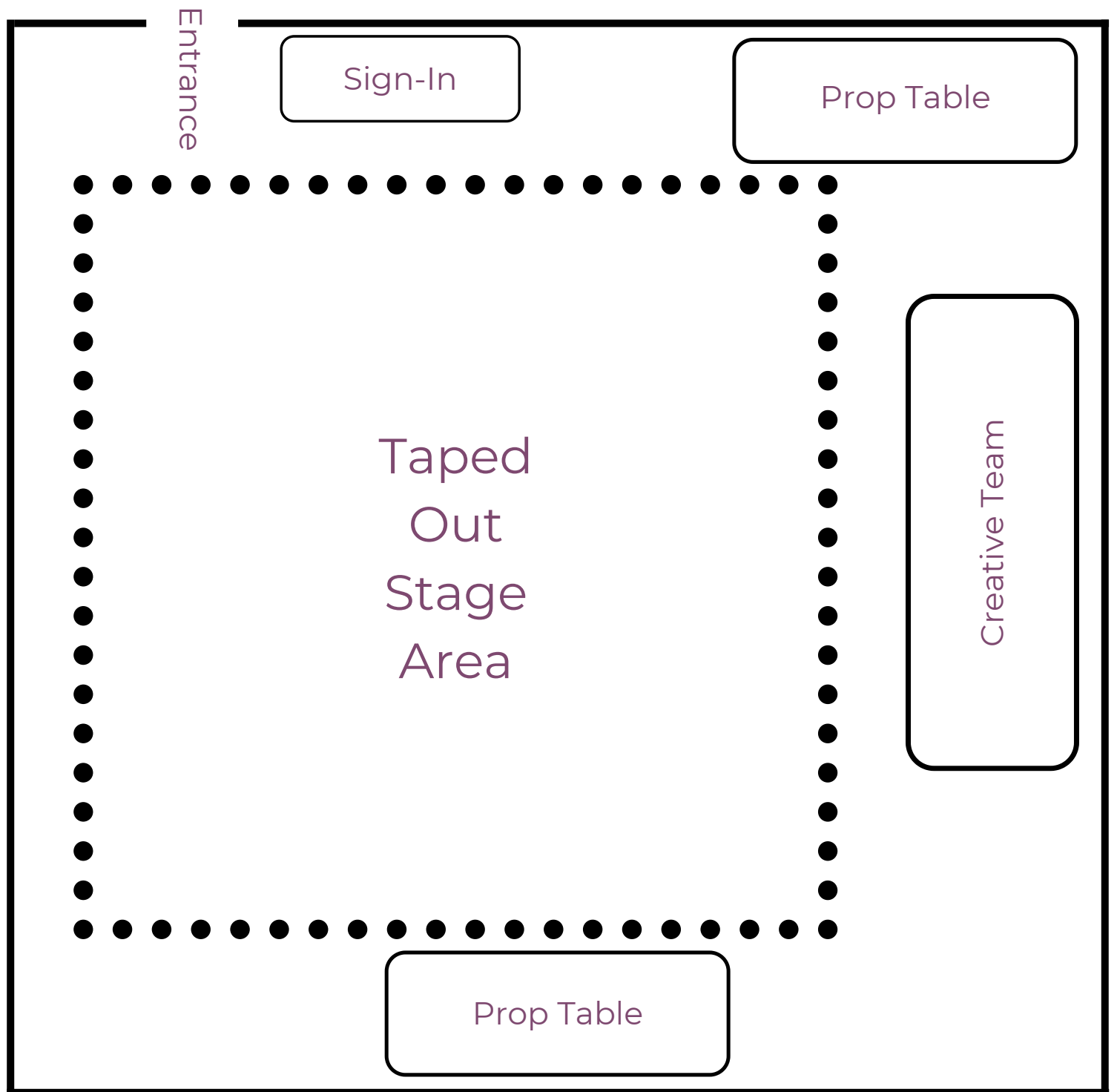
POST-SHOW CHECKLIST

Time: 8:45PM (End of Show)

- _____ Thank those on headset (Board Op, ASM ect)
- _____ Mark ACT II runtime on report
- _____ make any other ACT II notes
- _____ Return valuable/personal items
- _____ Check that set has been stricken and re preset _
- _____ Turn Headset off
- _____ Light and Sound Equipment turned off
- _____ Lock SM booth
- _____ Remind wardrobe to check costume repair list
- _____ Check dressing rooms for items left behind
- _____ Lock dressing rooms
- _____ House and working lights out
- _____ Check with FOH that lobby doors have been locked
- _____ Greenroom/backstage lights off
- _____ Ghost Light on
- _____ Final lockups if needed



REHEARSAL ROOM LAYOUT





The Stage Manager's Toolkit will be with them at all rehearsals and productions of PIPPIN. Below you will find the list of items that are in the Stage Manager's Toolkit:

- Sewing Kit
- Bobby Pins
- Safety Pins
- Push Pins
- Tissues
- Screwdriver Set
- Hammer
- Work Gloves
- Safety Goggles
- Wire Cutters
- Crescent Wrench
- Tweezers
- Ice Packs
- Flashlights
- Scissors
- Chargers for devices
- Ibuprofen
- Tylenol
- Advil
- Benadryl
- Allergy Medications
- Baby Wipes
- Scale Ruler
- Clip-On Lamp (with dimmer settings)



PRODUCTION UPDATES

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DATE: Monday June 5th, 2023 Time: 9:00 AM To: Full Company

The Director and Choreographer has chosen Player #1, Cara Orlich, to serve as the Dance Captain for the production. All choreography questions should be directed towards her for the remainder of the production. All cast and crew members should respect this position of authority given by Jennifer Jones and Rebecca Beery and should listen to all notes and rehearsals called by her. Thank you!

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DATE: Friday, June 23rd, 2023 Time: 6:30 PM To: Full Company

Performance shoes will be worn started Monday June 26th for our Act 1 Run-Through. The Costume Shop will bring shoes to the dressing rooms 15 minutes before the start of rehearsal. Cast members are required to wear and provide the proper undergarments to match the show they will be wearing. The shoes will be returned by the end of day and checked in by the wardrobe crew.

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DATE: Monday July 3rd, 2023 Time: 12:30 PM To: Full Company

All Cast and Crew members are invited to a Fourth of July celebration on Tuesday July 4th at THE POOL | THE GRILL by Major Food Group 99 E 52nd St, New York, NY 10022, USA. A reservation has been made for all involved in the production. Food and non-alcoholic beverages are provided for the guests, but attendees will have to pay the additional charges for alcoholic beverages. Please arrive at 4:00 PM and tell the front desk you are with the "Pippin" group.



FRONT OF HOUSE INFORMATIONAL SHEET

Below is the information about PIPPIN that will be given to the House Manager and staff:

- The running time is 2 hours and 33 minutes, not including intermission of 15 minutes in between the two Acts.
- Signs should be placed around the theatre for the use of haze and flashing lights used in the show.
- The Box Office should be open 2 hours before the show starts for any patrons wanting to buy tickets. The Box Office phone will be open for calls days of the show beginning at 10:00 AM.
- The House will open 30 minutes prior to the start of every show. Patrons who arrive earlier should wait in the lobby and enjoy the refreshments and merchandise.
- The Stage Manager, Taylor Anderson, will notify the House Manager as soon as the doors can be opened.
- The Stage Manager will address the updated performance cast on the boards every night before patrons arrive.
- Playbills will be distributed at every entrance of the theatre and ushers are evenly placed throughout the theatre.
- Once everyone is seated, the House Manager will let the Stage Manager know that the show can begin.
- If any patrons arrive late to the performance, they will wait to be let in until after the opening song, "Magic to Do" finishes.
- In case of any emergency, the House Manager and Stage Manager will be in constant communication with each other. They have planned for common emergencies such as medical, hazards, or technical difficulties.



QUICK CHANGES

The quick changes throughout PIPPIN take place predominantly for the Players. Each player will have a Wardrobe Crew member assist them with their quick changes.

GLORY SCENE

- Battle regalia
- Wardrobe Crew members will place the battle armor on the performers
- Players will have a helmet, shield, and body armor to mimic the battle regalia

MONK SCENE

- Players will throw on the monk hoods and robes over their Player costume
- Make sure that the monk hoods are on right-side-out

NEWSCASTERS

- Newscasters will have business suit jackets or blazers to put on over their Player costume
- Each Newscaster will have either a hat or glasses to complete the look

PEASANTS

- Worn down clothing that is ratted is worn over their Player costume
- Mimics their parts for their lines, (farmer wears straw hat, nobles were nice attire, etc.)



REHEARSAL REPORT

DATE: Monday June 12th, 2023 TIME: 9:30 AM - 5:00 PM LOCATION: Studio A

ATTENDANCE: All Present BREAKS: 11:00 - 11:15 AM, 12:00 PM - 1:00 PM, 3:30 PM - 3:45 PM

GENERAL NOTES:

- Learned the choreography and blocking for all of With You Parts and the Bad News Cue
- Blocking for "Spread a Little Sunshine" needs more work
- After today, the numbers we blocked should be off-book

SOUND NOTES:

- Audio Track was skipping at 1:03 for With You Part 2

COSTUME NOTES:

- No Notes

PROP NOTES:

- Reinforce the newspaper

VOCAL NOTES:

- Harmonies for With You need to be stronger

STAGE MANAGEMENT NOTES:

- After today, the numbers we blocked should be off-book
- Cast members should complete the form for taking over the social media account by Friday June 16th

CHOREOGRAPHY NOTES:

- Cast members should go over the choreography and clean-up any parts where they are not certain



PERFORMANCE REPORT

DATE: Wednesday July 12th, 2023 TIME: 7:00 PM LOCATION: Winter Garden Theatre

ATTENDANCE: All Present AUDIENCE: Sold Out! RUN-TIME: 2 Hours 37 Minutes

GENERAL NOTES:

- Lively and interactive audience
- Fastrada Understudy (Abby Billings) went on for Madison Bailey due to personal issues. Good job Billings!

SOUND NOTES:

- Microphone for Leading Player went out half-way through show, but luckily went offstage when it happened so the issue was resolved. Double check every show prior to starting that Leading Player has brand new batteries.

COSTUME NOTES:

- Berthe's zipper got stuck on dress when changing back into Player costume. Fix before tomorrow's show.

PROP NOTES:

- Fix the body part limbs, some were breaking while onstage.

VOCAL NOTES:

- Harmonies were off for "Glory Part 1"

STAGE MANAGEMENT NOTES:

- No Notes!

CHOREOGRAPHY NOTES:

- Dance Captain should review last 8 counts of "With You Part 2" with dancers. Half of the dancers were rushing the timing.



MONTHLY SCHEDULE

Pippin

Rehearsal Schedule for the 2023 Production Week of June 5th

Rehearsal Location: Gibney Dance Choreographic Center 890 Broadway 5th floor, New York, NY 10003

Winter Garden Theatre 1634 Broadway, New York, NY 10019

Please note below rehearsal calls and times. If this schedule changes for any reason, you will be notified by e-mail.

BRING PENCIL AND SCRIPT TO ALL REHEARSALS IN ADDITION TO THE PROPER SHOES

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1st	2nd	3rd
					1:00 PM - 3:30 PM CALLED: Full Cast	
					Work: Table Read	
4th	5th	6th	7th	8th	9th	10th
	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	
	Work: Magic to Do and Comer of the Sky	Work: Home, Council, War is a Science	Work: War is a Science, Glory	Work: Simple Joys, No Time At All	Work: No Tme At All, With You Part 1	
11th	12th	13th	14th	15th	16th	17th
	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	
	Work: With You Part 2 and Part 3, Bad News Cue, Spread a Little Sunshine	Work: Spread a Little Sunshine, Chapel Underscore, Moming Glow	Work: Moming Glow Underscore, Charles Resurrection, Act 1 Finale	Work: Act 1	Work: On The Right Track, There He Was	
18th	19th	20th	21st	22nd	23rd	24th
	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	
25th	26th	27th	28th	29th	30th	1st
	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	TECH WEEK 9:30 AM - 5:30 PM CALLED: Full Cast

Location: Gibney
Dance
Choreographic
Center 890
Broadway 5th
floor, New York,
NY 10003

Location: Winter
Garden Theatre
1634 Broadway,
New York, NY
10020



MONTHLY SCHEDULE

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2nd	3rd	4th	5th	6th	7th	8th PREVIEW NIGHT
TECH WEEK						
9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast		9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	9:30 AM - 5:30 PM CALLED: Full Cast	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew
9th OPENING NIGHT	10th	11th	12th	13th	14th	15th
SHOW WEEK						
Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew			Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew
16th	17th	18th	19th	20th	21st	22nd
SHOW WEEK						
Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew			Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew
23rd	24th	25th	26th	27th	28th	29th
SHOW WEEK						
Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew			Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew

Location: Winter
Garden Theatre
1634 Broadway,
New York, NY
10019

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30th	31st	1st	2nd	3rd	4th	5th
SHOW WEEK						
Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew			Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew
6th	7th	8th	9th	10th	11th	12th
SHOW WEEK						
Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew			Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew	Call Time: 5 PM Start Time: 7 PM CALLED: Full Cast and Crew

Location: Winter
Garden Theatre
1634 Broadway,
New York, NY
10019



ENTRANCES/EXITS

Act	Scene	Page Number	Character	Entrance	Exit
1	1	1	Leading Player	Appears onstage behind light curtain	
1	1	1	Players	Come out from behind the light curtain	
1	1	2	Players	The remaining players come out from behind the light curtain	
1	1	3	Players	Jumps onstage from hidden platform of the stage	Leaves the stage
1	1	5	Pippin	Appears onstage with a spot light	
1	1	7	Players		Leave the stage
1	1	7	Pippin		Leaves the stage with the Players



ENTRANCES/EXITS

1	2	9	Leading Player	Appears onstage	
1	2	9	Lewis	Jumps up from the side	
1	2	10	Leading Player	Appears onstage	
1	2	10	Fastrada	Revealed upstage and comes downstage to Lewis	
1	2	11	Lewis		Exits the stage
1	2	13	Charlemagne		Exits the stage
1	2	13	Lewis and Swordsman	Enter cross dueling	Exits after cutting the swordsman's arm
1	2	13	Soldiers	Enter onstage	Exit screaming Glory
1	2	13	Leading Player	Enters wearing a helmet and carrying weapons	Exits through the wings
1	2	14	Charles	Enters onstage as the lights go up on him	



ENTRANCES/EXITS

1	2	17	Pippin	Enters from the wings and hands Pippin a sword	
1	2	17	Soldiers	Enter in full battle regalia	Exit the stage when Pippin, Charles, and Lewis kneel
1	3	22	Soldiers	Enter in battle formation	
1	3	24	Soldiers, Charles, Lewis		Exit by walking through the bodies
1	4	26	Leading Player, Player	Enter with a guitar from upstage	
1	4	27	Pippin		Runs offstage
1	4	28	Berthe	Enters, sitting in a chair	
1	4	33	Berthe		Exits by being carried offstage by the Boys
1	4	35	Players	Enter onstage and do a dance	



ENTRANCES/EXITS

1	4	36	Players	Those not in the dance are motioned by the Leading Player to come on stage	
1	5	38	Charles	Lights up and he is standing on a high platform	
1	5	41	Charles		Exits stage
1	5	41	Lewis		Exits stage by being sent off by Fastrada
1	5	42	Fastrada		Exits while the lights fade on her
1	5	42	Leading Player	Appears as the light comes up on them	
1	5	42	Charles, Monks, Pippin	Lights up and they are dressed like monks	
1	5	48	Lewis	Enters onstage	



ENTRANCES/EXITS

1	5	49	Player		The Peasant who had a noose around his neck is led away by other Players
1	5	51	Charles, Players		Exits after being stabbed by Pippin
1	5	51	Players	Enter singing, Player with torch appears	Exit after the Act 1 Finale
2	1	53	Pippin	Comes out during intermission and paces alone onstage	
2	1	53	Leading Player	Enters seeing Pippin singing a capella	
2	2	56	Catherine	Enters, enters again	Leaves to fix her entrance
2	2	57	3 Women	Enter on stage and sing with Catherine	



ENTRANCES/EXITS

2	2	59	Theo	Enters onstage carrying a large white duck	Exits the stage
2	2	61	Two Men	Enter onstage, one is Leading Player disguised as a worker, carrying a hoe	
2	2	64	Theo	Enters carrying the sick duck	
2	2	66	Theo		Exits carrying the dead duck
2	2	66	Pippin		Exits after Theo
2	2	66	Theo and Pippin	Enters, Pippin looking a little too cheerful	Theo exits paying no attention, and Pippin also goes
2	2	68	Woman and Man	Enter onstage on opposite sides of the stage, execute seductive and erotic movements directed at each other	Exit offstage, man carrying the woman



CAST SIGN IN

Pippin		
Cast List		
Rehearsal Sign-In		
Character	Name	Signature
Leading Player	Rodney Thompson	
Pippin	Theo Spencer	
King Charles	Will Fore	
Lewis	Carson Breckenridge	
Fastrada	Madison Bailey	
Berthe	Catherine DeVincenzi	
Catherine	Kat Smith	
Theo	Tres Hill	
Player 1	Cara Orlich	
Player 2	Avery Burkhart	
Player 3	Chloe Parrish	
Player 4	Lauren Hunter	
Player 5	Lilly Nowak	
Player 6	Evelyn Wasson	
Player 7	Nicole Charest	
Player 8	Tieman Watkins	
Player 9	Courtney Prendergast	
Player 10	Sophia Patterson	
Player 11	Emily Marrese	
Player 12	Abby Billings	
Player 13	Sophia Liano	
Player 14	Amie Kinard	
Player 15	Krista Evans	
Player 16	Annika Sowerbutts	
Player 17	Raegan Wenrick	
Player 18	Emma Garner	
Player 19	Jillian Plymale	
Player 20	Jacob Anderson	
Player 21	Kaleigh Galinis	
Player 22	Nicole Seo	
Player 23	Kennedy Reffie	
Player 24	Jordan Ambrusko	



ORCHESTRA SIGN IN

Pippin		
Orchestra List		
Rehearsal Sign-In		
Position	Name	Signature
Orchestra	Carly Pontius	
Orchestra	Ellie Guzzano	
Orchestra	Olivia Tardibono Wilson	
Orchestra	Ryan McGucken	
Orchestra	Bailey Miller	
Orchestra	Emma Noel	
Orchestra	Kelli Reynolds	
Orchestra	Bridget Alcox	
Orchestra	Victoria Wilson	
Orchestra	Viviana Goodwin	
Orchestra	Megan Brown	
Orchestra	Dylan Teeter	
Orchestra	Dalton Daniel	
Orchestra	Bosten Benn	
Orchestra	Caleb Allen	



CREW SIGN IN

Pippin

Crew List

Rehearsal Sign-In

Position	Name	Signature
Stage Manager	Taylor Anderson	
Producer	Olivia Wiski	
Director	Jennifer Yormak	
Music Director/Conductor	Peter Jones	
Choreographer	Rebecca Beery	
Choreographer's Assistant	Nicholas John Wood Jr.	
Dance Captain & Player 1	Cara Orlich	
Assistant Stage Manager	Kiera McGovern	
Company Manager	Eve Spaeth	
Head Deck Crew	Madison Pivonka	
Fly Operator	Camryn Croft	
Set Designer	Malisa Rawlings	
Props Designer	Lizzie Anderson	
Lighting Designer	Morgan Wanamaker	
Sound Designer	Austin Watkins	
Deck Crew	Laurel Marsh	
Deck Crew	Ava Cruchon	
Deck Crew	Michelle Tardibono	
Deck Crew	Karlee Vriezema	
Deck Crew	Hannah Souza	
Deck Crew	Katie Grady	
Costume Designer	Jessica Telfer	
Assistant Costume Designer	Christina Saliga	
Stitcher Head	Tatum Evans	
Wardrobe Supervisor	Brittany Dugas	
Wardrobe Crew	Abby Banks	
Wardrobe Crew	Veronica Herrero	
Wardrobe Crew	Lilly Ball	
Wardrobe Crew	Annalesha Johnson	
Stitcher	Erica Teeple	
Stitcher	Emma O'Connor	
Stitcher	Skyler White	
Stitcher	Jessica Neef	