



- Check with the Marketing Committee to obtain appropriate “season” artwork for the title page.
- Check with Production Coordinator (or whoever orders the scripts) to obtain any legal credits/disclaimers that need to be included in programs and advertising.
- Collect cast bios and submit to printer in electronic format (Word document or email; maximum of 75-80 words each).
- Arrange for cast photos with the Marketing Committee.
- Submit “Director’s Notes” in electronic format (Word document or email) if the director so chooses.
- Submit all names that need to be included in “Acknowledgements”
- Ask GILT Executive Director to send or email the printer a copy of the latest Friends/Sustaining Members/ Patrons/Benefactors/Guardians (noting any changes/updates from the last program if applicable).
- Compile and deliver the following to the printer at least three weeks before the show opens:
  - Artwork from flyer or poster (to be used for title page info)*
  - Any legal info that needs to be included on the title page*
  - Names of Director(s), Producer(s), Choreographer, Accompanist, and any other person whose name should appear on the title page*
  - List of cast members and the parts they are playing*
  - List of crew members and their duties*
  - List of acknowledgements*
  - Director’s notes and photo if wanted (optional)*
  - Time and setting of show/scenes and acts*
  - Cast bios and photos*
  - Any other information that needs to be included in the program (i.e. list of songs for musicals)*