

Prompt Book Table of Contents

Number your tab dividers to match. Reorder, rename or add sections to suit your show.

Production _____ Version / Date _____

Tab	Section	What goes here	Updated
1	Contacts	Contact sheet, emergency contacts, venue info	
2	Calendar	Rehearsal & performance calendar, daily calls	
3	Breakdowns	Character / scene breakdown, French scenes	
4	Script	Prompt script with backing pages	
5	Blocking key	Your shorthand, character initials, set symbols	
6	Ground plans	Full plan plus blocking snapshots	
7	Props	Prop & furniture list, preset lists	
8	Scenery	Shift plot, spike colors, run sheets	
9	Costumes	Costume plot, quick changes, fitting requests	
10	Cues	Cue sheets and calling key	
11	Reports	Rehearsal and performance reports	
12	Script changes	Line changes, line notes	
13	Understudies	Understudy / swing plots, track sheets	
14	Front of house	FOH information sheet, run times	
15	Safety	Emergency procedures, first aid, incident forms	
16	Meetings	Production meeting notes	
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