

Performance Day Checklist



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Performance day calls for careful preparation, steady focus, and a calm routine. Use this checklist to make sure nothing is forgotten, from morning prep through the post-show wrap-up.

Morning Preparation

- ☐ **Wake up** early and get plenty of rest.
- ☐ **Eat** a healthy breakfast and stay hydrated.
- ☐ **Warm up** your voice with gentle vocal exercises.
- ☐ **Review** your lines, choreography, and key cues.
- ☐ **Pack** your performance bag with essentials.
- ☐ **Check** call time, venue details, and travel plans.
- ☐ **Arrive** early to settle in without rushing.

Pre-Show (2-3 Hours Before)

- ☐ **Sign in** at the stage door and check in with the team.
- ☐ **Set up** your dressing station and organize your items.
- ☐ **Inspect** your costume for fit, damage, and readiness.
- ☐ **Apply** makeup and finish your hair neatly.
- ☐ **Complete** a physical warm-up to prepare your body.
- ☐ **Do** vocal exercises to keep your voice steady.
- ☐ **Center** your focus and mentally prepare for the show.

 **Pro Tip:** Keep a small emergency kit with safety pins, bobby pins, pain relievers, throat lozenges, and energy snacks in your bag. A few backup essentials can save the day when time is tight.

30 Minutes to Curtain

- ☐ Check your final costume details and fit.

- ☐ Confirm your mic is working, if applicable.
- ☐ Verify all props are ready and in place.
- ☐ Connect briefly with cast and crew.
- ☐ Finish a final vocal warm-up.
- ☐ Take a few quiet minutes to focus.

Post-Performance

- ☐ Remove makeup properly and cleanse your skin.
- ☐ Hang and care for your costume right away.
- ☐ Return all props and shared items.
- ☐ Cool down your voice with gentle vocal rest.
- ☐ Hydrate and eat something nourishing.
- ☐ Note any issues or improvements for the next show.

Essential Items to Pack

Category	Items
Performance Gear	Costume pieces, character shoes, dance wear, extra tights or socks
Personal Care	Makeup kit, hair supplies, deodorant, towel, compact mirror
Voice & Body	Water bottle, throat spray, pain relievers, energy snacks, lip balm
Tech	Phone charger, headphones, script or notes, backup battery
Emergency Kit	Safety pins, sewing kit, stain remover, tape, small first-aid items
Documents	ID, venue pass, contact list, schedule copy

Mental & Physical Wellness

Performance day can bring excitement and nerves, so it helps to manage performance anxiety with calm, steady habits. Use breathing exercises to slow your thoughts, and try positive visualization to picture a smooth and confident show. Keep your energy balanced by staying hydrated and eating at the right times, especially if your call time is long. Just as important, make sure you get adequate rest so your body and voice are ready to perform at their best. A grounded mindset can help you stay present, adaptable, and focused from start to finish.

 **Remember: Every performance is unique. Trust your preparation, stay present in the moment, and enjoy sharing your art with the audience.**

Wishing you a successful show filled with focus, confidence, and joy. Let this checklist be a simple tool to reduce stress so you can spend your energy on what matters most—the performance.