

UNIT _____

Skit Planner

Refer to pages 7–8 in the How-to Guide, *Present the Skit*, for detailed information on presenting a skit.

Recruit Performers and Helpers

Recruit actors, understudies, stage crew, stage managers, and helpers to perform the skit.

Plan Logistics

Identify where the skit will be performed. If your facility has a stage, check its availability. If not, determine a place for the skit to be performed, such as a hall that would hold your anticipated audience size. Make sure there will be enough space for participants, and that the location will have tables and chairs.

Use the following grid to help you plan each skit.

Checklist

- Photocopies of skit script (go to www.loyolapress.com/IGFE)
- Costumes
- Props
- Sound Equipment

Skit title: _____

Date: _____ Time: _____

Saint/Character	Performer	Understudy
Stage Crew		Stage Managers

Dress Rehearsal

To make the skit at your event a success, follow the steps below.

1. In advance download the skit script from www.loyolapress.com/IGFE.
Make photocopies for each performer and understudy.
2. Welcome and thank performers and other volunteers.
3. Distribute the skit script.

Date: _____ Time: _____ Place: _____

Volunteer Name	Volunteer Duty

Rehearsal Notes
