

# UNIVERSAL REHEARSAL SHEET

---

Project / Artist/Band Name

Date & Time

---

Venue / Location

Contact / Coordinator

## REHEARSAL OVERVIEW

---

Purpose (sound check, run-through, choreography, tech)

---

Songs or sections rehearsed

---

Timing or flow notes

---

## PERSONNEL / ATTENDANCE

---

Artist(s) / Band / Crew

---

---

---

---

---

## TECHNICAL NOTES

---

Sound — mic setup, monitor mix

---

Lighting — focus, cues

---

Stage — layout, props

---

Equipment — instruments, cables, power

---

Misc notes

---

## CREATIVE NOTES

---

Performance adjustments

---

Arrangement or tempo changes

---

Movement or choreography notes

---

Audience interaction ideas

---

## NEXT STEPS

---

Next rehearsal date/time/location

---

Focus areas

---

Items to bring or prepare

---