

Rehearsed Reading Planning Worksheet

Use this worksheet to plan and organise a rehearsed reading of your play. Work through each section to move smoothly from idea to presentation.

1. Clarify Your Goals

What do you most want to learn from the reading? (e.g. Does the ending land? Is the pacing right?)

2. Prepare Your Script

Is your draft ready for a reading? Make notes on any final tweaks or clarifications.

3. Assemble Your Team

List potential collaborators: director/facilitator, actors, helper or stage manager.

4. Find and Book a Space

Options might include rehearsal studios, community halls or a quiet living room.

5. Schedule and Plan

Set a date and create a simple timetable (e.g. morning rehearsal, evening reading).

6. Invite Your Audience

List key people to invite: friends, fellow writers, theatre contacts.

7. Plan for Feedback

Decide how you will gather input: written forms, informal chat, or Q&A.;

Tip: Keep this sheet handy on the day of the reading to stay organised and capture quick notes.