

How to fill out the point sheet

Click on the point sheet link on the website. It will download to your computer. Do NOT print the point sheet. Fill it out, save it to your computer then upload it by clicking on the “submit point sheet” link.

Top Portion

- Fill out the top portion with your information

Date

- List the date that the work was done

Production / Event

- Production/Show - put the name of the show here
- Build day - list the name of the show you were building for
- In Person Fundraiser – list what location/restaurant the fundraiser was at

Role/Job

- Production - List the role you played or what backstage crew you were on
- Build day – list “build day”
- Fundraiser – list “fundraiser”

Hours

- Production – leave this blank
- Build Day or Fundraiser - List the number of hours that you were at the event

Act / Tech / Fund / Other

- Check the box that applies to the work you did

Total

- Do NOT enter anything in this box