

# Record Organization Chart

<b>Creative materials</b>	<b>Option 1</b>	<b>Option 2</b>
Choreographic notes	Work→ Date	
Costumes	Work	
Musical scores and CDs	Work→ Composer	
Performance videos	Work→ Date	
Photographs	Work→ Date	
Rehearsal binders	Work→ Date	
Rehearsal videos	Work→ Date	
Set pieces	Work	
<b>Production materials:</b>		
Administrative/travel details for engagements	Tour Date→ Presenter	
Auditions	Work→ Last Name, First Name	
Correspondence	Correspondent's Last Name, First Name→ Date	
Engagement contracts and technical riders	Tour Date→ Presenter	
Production binders	Work	
Production details for each tour/venue	Tour Date→ Presenter	
<b>Promotional materials:</b>		
Posters	Date	Work→ Date
Programs	Date	Work→ Date
Press Clippings: articles, profiles, announcements, etc.	Work→ Date	
Press Clippings: reviews	Work→ Date	
Newsletters	Date	
<b>Organizational Materials:</b>		
Board minutes and correspondence	Date	
Contracts with photographers/videographers/other collaborators	Last Name, First Name/Company Name	
Insurance	Company Name	
Leases	Company Name	

Personnel files, including contracts	Last Name, First Name	
Tax and financial, including audits	Date	
<b>Education Materials:</b>		
Curricula/teaching materials	Date	
Educational Marketing Kits	Date	
<b>Development Materials:</b>		
Correspondence	Donor/Funder's Last Name, First Name→ Date	
Donor records	Donor's Last Name, First Name→ Date	
Grant applications	Funder→ Date	
Grant follow-ups	Funder→ Date	