

Production Calendar Deadlines

(Producer-specific duties in italics)

Beginning of semester:

- Meet with Rose & Nathan to discuss CPA Application*
- Fill out Weapons/Combat Request form if needed*
- 6w *Get contact sheet from SM*
Send rehearsal report template to SM
Set time for weekly production meetings
- 5w Prelim set/costume design due
Share contact sheet and calendar
First PROD MTG: practice design presentation
- 4w 491 design presentation
PROD MTG
- 3w Final set design due to Rose
PROD MTG
- 2w Prelim LX plot due to Rose
Schedule load-in meeting with Rose & designers
Designer run-through
PROD MTG
- 1w Final LX plot due to Rose
Prelim Snd/Proj design deadline
Send Cast/crew ID info to May
All warehouse props tagged
PROD MTG

Residency:

Week 1

- Sunday: LX load-in (10am-6pm)
- Mon-Fri: Load-in (afternoons)
- Saturday: Set load-in (10am-6pm)
- SND/PROJ deadline
- PROD MTG

Week 2

- Sunday: LX focus (10am-6pm)
Spacing rehearsal (6-10pm)
- Mon-Wed: Q2Q (6-11:30pm)
- Thurs-Sat: Tech (6-10pm)

Week 3

- Sun-Tues: Dress rehearsals(6-10pm)
- Wed: Invited Dress 8pm
- Thurs-Sat: Performances
- Saturday: Strike (10pm-1am)

Post-Residency:

- Return all rentals
- Issue reimbursements*
- Reconcile all accounts*