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