

## **Production Schedules**

### **Producer/Director Schedule:**

Play performing rights requested	{prior to beginning rehearsal}*
Play performing rights obtained	{prior to beginning rehearsal}
Scripts or part copies on hand	{40}
Production Staff assigned	{42}
Director	
Stage Manager	
Designers	
Technical Director	
Properties Master	
Construction Crew	
Lighting Crew	
Costumer	
Musical Director	
Publicity	
Running Crew	
Auditions and Casting	{42-40}
Rehearsal Schedule Planned	{40}
Begin rehearsals	{40}
Ground Plan set w/scene designer	{40}
Weekly Production Meetings	
First Technical Rehearsal	{6}
First Dress Rehearsal	{4}
Final Dress Rehearsal	{1}

\*number in parentheses { } indicates number of days prior to opening.

### **Stage Manager Schedule:**

Essentially the same as the Producer/Director with these additions:

Acquaint cast with rehearsal procedures	{40}
Stage Crew Recruited	{35}
Taped ground plan for rehearsals	{35}
Prompt book assembled	{35}
Dressing Rooms assigned	{7}
All design plots checked with the designers and director and incorporated in your prompt book	{14}

### **Scene Designer Schedule**

Scenery	
ground plan initialed by director	{40}
all drawings completed	{35}

## Typical Production Schedule

begin construction	{35}
scenery on stage	{7 or as play demands}

### **Properties and Set Decoration**

property plot completed	{35}
all rehearsal props on stage	{26}
all performance properties on stage	{7}

Technical and Dress rehearsals check on details	{6}
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### **Lighting Designer Schedule**

Lighting plot completed	{14}
Equipment hung and gelled	{7}
Focus	{6}
Technical and Dress rehearsals	{7}

### **Costume Designer Schedule**

Costume plot compiled	{35}
Measurements taken	{35}
Designs completed	{32}
Building completed	{7}
Technical and dress Rehearsal checks	{5}

### **Make-Up Schedule**

Designs completed	{14}
Technical and dress rehearsal checks	{7}

### **Sound Schedule**

Equipment on hand	{14}
Tapes and effects ready	{7 or earlier if necessary}
Technical and Dress rehearsals checks	{7}

### **Promotion Material**

<b>Research completed</b>	{42}
biography of playwright	
history of play	
New York reviews of play	
additional background or material	

### **Cast Biography**

distribute questionnaires	{40}
collect questionnaires	{38}
ready for release	{21}

## Typical Production Schedule

### **Written Material**

first press announcement	{40}
cast press release	{35}
feature stories submitted	{28}
radio and television	{28}
first weekender	{21}
second weekender	{14}
opening this week	{7}
opening tonight	{2}

### **Photography**

at the discretion of the director

### **Printing**

tickets ordered	{35}
posters ordered	{28}
programs ordered	{21}
tickets on sale	{14}
posters distributed	{14}
programs received	{7}

### **House Manager**

ushers recruited	{4}
refreshment personnel recruited & trained	{4}