

The Aerospace Players – Production Timeline

Updated: February 14, 2007

Assumptions

1. Assistants will help with any or all of the activities for whom they are assisting (e.g., director, producer or choreographer).
2. This is a fairly complete list of tasks to be completed to put on a show. However, not everything on this list must be done. The show and production crew should dictate what is necessary and what is not.
3. This timeline assumes a 12 week rehearsal schedule with the cast prior to opening night.

TAP Board of Directors

Task	Others involved	Time < opening
Identify show	Director, Producer	6 mo.
Obtain rights	--	6 mo.
Determine show budget	--	6 mo.
Identify Director	--	6 mo.
Identify Producer	--	6 mo.
Approve and Meet with Production Staff	Director, Producer	5 mo.
Identify Social Chair	--	4 mo.

Producer

Task	Others involved	Time < opening
Identify Musical Director	Director	5 mo.
Identify Assistant Director	Director	5 mo.
Identify Choreographer	Director	5 mo.
Identify Assistant Producer(s)	Director	5 mo.
Submit Production Staff to Board for approval	Director, Board	5 mo.
Provide script, music to staff	--	5 mo.
Identify Costume Designer	Director	5 mo.
Identify Set Designer	Director	5 mo.
Review & adjust show budget ¹	Director	5 mo.
Secure theater & dates ²	--	5 mo.
Arrange for audition and rehearsal space ³	--	5 mo.
Develop top-level rehearsal schedule ⁴	Director, Choreographer, Musical Director	4 mo.
Develop top-level costume designs	Costume Designer, Director	4-3 mo.
Develop top-level set designs	Set Designer, Director	4-3 mo.
Develop top-level technical requirements	Technical Director, Director, Set Designer	4-3 mo.
Identify Photographer(s)	--	4 mo.
Identify Videographer(s)	--	4 mo.
Identify Technical Director	Director	4 mo.

Identify Properties Chair	--	4 mo.
Identify Fundraising Chair	--	4 mo.
Determine fundraising requirements	Fundraising chair	3 mo.
Determine fundraising events	Fundraising chair	3 mo.
Add consultants and/or assistants to audition process	Director	3 mo.
Participate in auditions and casting ⁵	Director, Choreographer, Musical Director, Board rep., others	3 mo.
Distribute cast list	--	3 mo.
Arrange shop time at theater ⁶	Set Designer	3 mo.
Identify seamstresses/assistants	Costume Designer	3 mo.
Create initial program prototype	Program Chair	3 mo.
Determine rehearsal social schedule	Social Chair, Director, Music Director, Choreographer	3 mo.
Coordinate program advertising	Program Chair, Fundraising Chair	3-1 mo.
Develop & revise prop list	Director, Properties chair	3 mo. – 2 weeks
Manage budget	Director	3-0 mo.
Identify costumes to be made, costumes to be purchased, costumes to rented, and costumes to be procured by cast	Costume Designer	2 mo.
Identify Ticket Manager	--	2 mo.
Identify theater staff ⁷	Theater manager	2 mo.
Rent and purchase costumes as required	Costume Designer	2 mo. – 2 weeks
Arrange review of TAP costumes with cast as needed	Costume Designer	6 weeks – 2 weeks
Coordinate theater rehearsal needs with theater staff ⁸	Theater staff , Technical Director	1 mo.
Purchase cast gifts for closing party	--	1 mo.
Get certificate of liability insurance for theater from Aerospace ⁹	--	1 mo.
Provide complimentary tickets (orchestra, Aerospace senior mgmt, AF senior mgmt)	Conductor, Ticket Manager	2 week
Rent necessary props	Properties Chair	2 week
Tech Install (paper tech w/theater crew, set lights, set sound, hang rail, spike sets)	Director, Technical Director, Musical Director, Set Designer, Properties	Hell Week
Pass out cast gifts	--	Closing Night
Return scripts and music	--	+ 1 week

1. A budget template is available online at <http://www.aeacclubs.org/theater/templates/budget-show-template.xls> (Excel).

2. Summer theater dates are typically held at the end of July at The Armstrong Theater. POC for The Armstrong Theater is Anita Moisen., 310-781-7150

3. Rehearsal space is not available at Aerospace.

4. A rehearsal schedule template is available at <http://www.aeacclubs.org/theater/templates/schedule.html>.

5. Auditions have traditionally been Tuesday & Wednesday with callbacks on Thursday.

6. Shop time at The Armstrong Theater should be arranged with Anita Moisen, 310-781-7050. Get Henry to be the Armstrong shop manager if possible as he helps out with construction if asked.

7. Theater staff required is typically: 1 stage manager, 1 asst. stage manager on rail, 1 additional rail operator, 1 spotlight operator, 1 light operator, 1 sound operator, 1 house manager, 2 box office sellers. If possible, arrange a tech walkthrough of the show with the stage mgr/lights/sound prior to hell week.
8. Armstrong Theater staffing is currently coordinated with Ian Tanza, 310-781-7176.
9. Aerospace contact for insurance information is Martha Callaghan, Risk Management Office.

Director

Task	Others involved	Time < opening
Identify Musical Director	Producer	5 mo.
Identify Assistant Director	Producer	5 mo.
Identify Choreographer	Producer	5 mo.
Submit Production Staff to Board for approval	Producer, Board	5 mo.
Review & adjust show budget	Producer	5 mo.
Develop blocking	--	5-3 mo.
Develop top-level rehearsal schedule	Choreographer, Musical Director, Producer	4 mo.
Determine audition readings	--	4-3 mo.
Develop top-level costume designs	Costume Designer, Producer	4-3 mo.
Develop top-level set designs	Set Designer, Producer	4-3 mo.
Develop top-level technical requirements	Technical Director, Producer, Set Designer	4-3 mo.
Add consultants and/or assistants to audition process	Producer	3 mo.
Manage auditions and casting	Choreographer, Musical Director, Producer, Board rep., others	3 mo.
Look into backdrops	Set Designer	3 mo.
Determine rehearsal social schedule	Producer, Social Chair, Music Director, Choreographer	3 mo.
Develop & revise prop list	Producer, Properties chair	3 mo. – 2 weeks
Identify cuts to score	Choreographer, Musical Director	3 mo. – 2 weeks
Determine musical sound effects, if any	Conductor, Musical Director, Technical Director	3 mo. – 2 weeks
Lead blocking rehearsals and show run-throughs with cast	--	3-0 mo.
Manage rehearsal schedule	Music Director, Choreographer	3-0 mo.
Manage budget	Producer	3-0 mo.
Review set design and prop location	Properties, Set Designer	1 mo.
Preliminary costume review	Costume Designer	2 weeks
First run-through with costumes: check for quick changes	Costume Designer	1 week
Tech Install (paper tech w/theater crew, set lights, set sound, hang rail, spike sets)	Producer, Technical Director, Musical Director, Set Designer, Properties	Hell Week
Create set change list	Technical director, Set Designer	Hell week
Review technical requirements	Technical director	Hell week
Closing night on-stage recognition of support staff	Conductor (music), Theater staff (curtains)	Closing Night

Musical Director

Task	Others involved	Time < opening
Identify and develop tapes, MIDI files, other rehearsal materials, etc.	--	5-3 mo.
Determine orchestral requirements	--	5 mo.
Identify Conductor	--	4 mo.
Identify Assistant Musical Director	--	4 mo.
Identify rehearsal pianist	--	4 mo.
Determine audition vocals	--	4-3 mo.
Develop top-level rehearsal schedule	Choreographer, Director, Producer	4 mo.
Identify orchestra members	Conductor	4-1 mo.
Participate in auditions & casting	Choreographer, Director, Producer, Board rep., others	3 mo.
Identify orchestra rehearsal site	Conductor	3 mo.
Determine orchestra rehearsal schedule	Conductor	3 mo.
Determine rehearsal social schedule	Producer, Director, Social Chair, Choreographer	3 mo.
Identify cuts to score	Director, Conductor	3 mo.--2 weeks
Determine musical sound effects, if any	Director, Conductor, Technical Director	3 mo.--2 weeks
Run musical portion of cast rehearsals	--	3-0 mo.
Get orchestra roster for program	Program Chair, Conductor	1 mo.
Rehearse cast with orchestra	Conductor	2-0 weeks
Tech Install (paper tech w/theater crew, set lights, set sound, hang rail, spike sets)	Director, Technical Director, Producer, Set Designer, Properties	Hell Week

Conductor

Task	Others involved	Time < opening
Identify orchestra members	Musical Director	4-1 mo.
Identify orchestra rehearsal site	Musical Director	3 mo.
Determine orchestra rehearsal schedule	Musical Director	3 mo.
Identify cuts to score	Director, Choreographer, Musical Director	3 mo. – 2 weeks
Determine musical sound effects, if any	Director, Musical Director, Technical Director	3 mo. – 2 weeks
Get orchestra roster for program	Program Chair, Musical Director	1 mo.
Run orchestra-only rehearsals	--	3 weeks
Rehearse cast with orchestra	Musical Director	2 weeks
Provide orchestra arrangement to theater	Theater Staff	2 weeks
Provide complimentary tickets to orchestra	Conductor, Ticket Manager	1 weeks
Set sound in orchestra pit	Theater Staff	Hell Week
Review difficult pieces w/orchestra	Choreographer	Hell Week

Choreographer

Task	Others involved	Time < opening
Develop choreography	--	5-3 mo.

Develop top-level rehearsal schedule	Director, Musical Director, Producer	4 mo.
Determine audition dance requirements	--	4-3 mo.
Participate in auditions and casting	Director, Musical Director, Producer, Board rep., others	3 mo.
Identify dance captain / assistant(s)	--	3 mo.
Determine rehearsal social schedule	Producer, Director, Music Director, Social Chair	3 mo.
Identify cuts to score	Director, Conductor, Musical Director	3 mo. – 2 weeks
Lead dance portions of rehearsals	--	3-0 mo.
Manage rehearsal schedule	Director, Music Director	3-0 mo.
Rearrange choreography to fit stage	--	Hell Week
Review difficult pieces w/orchestra	Conductor	Hell Week

Publicity Chair

Task	Others involved	Time < opening
Develop audition flyer	Producer	5 mo.
Advertise auditions (flyers, email, Happenings, AF)	--	4 mo.
Advertise show w/aerospace bimonthly publication	--	3 mo.
Submit marquee request to theater	Theater manager	2 mo.
Submit show ads for Happenings	--	1.5 mo.
Purchase banners	--	1 mo.
Invite local papers to review show	--	1 mo.
Send postcards to mailing list	--	1 mo.
Get flyers for theater & cast to distribute	Theater Staff	1 mo.
Look into opportunities for live advertisement	--	1 mo.
Send email to mailing list	--	3 weeks
Hang banners	Aerospace Corporate Communications	2 weeks
Hang posters: A3 cafeteria, D8, south lobby, AF	Aerospace Corporate Communications, AF	2 weeks
Create press kit	--	1 week
Coordinate reviewers	--	0 week
Remove posters & banners	--	+1 week

Technical Director

Task	Others involved	Time < opening
Develop top-level technical requirements	Director, Producer, Set Designer	4-3 mo.
Develop technical design	Director, Producer	3 mo. – 2 weeks
Design, implement lighting & sound	Director, theater staff	1-0 mo.
Coordinate theater rehearsal needs with theater staff	Theater staff , Producer	1-0 mo.
Create set change list	Director, Set Designer, Properties	Hell Week
Tech Install (paper tech w/theater crew, set lights, set sound, hang rail, spike sets)	Director, Technical Director, Musical Director, Set Designer, Properties	Hell Week
Review technical requirements	Director	Hell Week

Coordinate wireless mikes (determine mikes for cast members, who to run sound board)	Theater Staff, cast	Hell Week
Place set change lists in theater	--	Hell Week
Break down sets	Set Designer, cast	Closing Night

Set Designer

Task	Others involved	Time < opening
Develop top-level set designs	Director, Producer	4-3 mo.
Arrange shop time at theater	Producer	4 mo.
Develop top-level technical requirements	Director, Producer, Technical Director	4-3 mo.
Look into backdrops	Director	3 mo.
Rent truck, move sets/props from storage to theater ¹	Properties, cast	3 mo.
Construct sets	cast	3-0 mo.
Review set design and prop location	Director, Properties	1 mo.
Tech Install (paper tech w/theater crew, set lights, set sound, hang rail, spike sets)	Director, Technical Director, Musical Director, Set Designer, Properties	Hell Week
Create set change list	Director, Technical Director, Properties	Hell Week
Tear down set	Technical Director, cast	Closing Night
Rent truck, move sets/props from theater to storage	Properties, cast	0 - +1 week

1. Sets are stored at U.S. Storage on Hawthorne Blvd. in Redondo Beach (next to Ralph's). Board members have keys and codes.

Costume Designer

Task	Others involved	Time < opening
Develop top-level costume designs	Director, Producer	4-3 mo.
Identify seamstresses/assistants	Producer	3 mo.
Identify costumes to be made, costumes to be purchased, costumes to rented, and costumes to be procured by cast	Producer	2 mo.
Develop designs for costumes to be made	--	3-2 mo.
Make costumes as required	Seamstresses	2 mo. – 2 weeks
Rent and purchase costumes as required	Producer	2 mo. – 2 weeks
Review costumes cast will need to provide	cast	6 weeks
Arrange review of TAP costumes with cast as needed	Producer	6 weeks – 2 weeks
Preliminary costume review	Director	2-1 weeks
First run-through with costumes: check for quick changes	Director	1 week
Set up costume return party for 2-3 weeks after show	Social Chair	0 - +1 weeks
Return rented costumes	--	+0 week
Collect and store TAP costumes	cast	+ 2 weeks

Properties Chair

Task	Others involved	Time < opening
Develop & revise prop list	Director, Producer	3 mo. – 2 weeks
Obtain props	cast	3-0 mo.
Rent truck, move sets/props from storage to theater	Set Designer, cast	3 mo.
Review set design and prop location	Director, Set Designer	1 mo.
Rent necessary props	Producer	2 week
Purchase batteries for wireless mikes	--	2 week
Tech Install (paper tech w/theater crew, set lights, set sound, hang rail, spike sets)	Director, Technical Director, Musical Director, Set Designer, Properties	Hell Week
Create set change list	Director, Set Designer, Technical Director	Hell week
Dress sets	--	Hell Week
Move sets/props from theater to storage	Set Designer, cast	0 - +1 week
Return props	--	+1 week

Program Chair

Task	Others involved	Time < opening
Create initial program prototype	Producer	3 mo.
Put advertisement flyer on web	Webmaster	3 mo.
Coordinate program advertising	Producer, Fundraising Chair	3-1 mo.
Distribute advertisement flyer	cast	2 mo.
Get bios from cast	cast	2-1 mo.
Get photos from cast	cast	2-1 mo.
Provide prototype to cast for review	--	1 mo.
Get orchestra roster for program	Musical Director, Conductor	1 mo.
Print program	--	2-1 week
Provide programs to theater House Manager	House Manager	Hell week

Photographer

Task	Others involved	Time < opening
Photograph auditions	cast	3 mo.
Photograph rehearsals	cast	3-0 mo.
Provide digital photos for web site & flyers	webmaster	2-0 mo.
Photograph cast members for program	cast	2-1 mo.
Photograph show	cast	Shows

Fundraising Chair

Task	Others involved	Time < opening
Identify fundraising requirements	Producer	3 mo.
Determine fundraising events	Producer	3 mo.
Organize & monitor fundraisers	cast	3-0 mo.

Coordinate program advertising	Program Chair, Producer	3-1 mo.
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Ticket Manager

Task	Others involved	Time < opening
Arrange for ticket printing w/theater	Theater staff	2 mo.
Distribute and monitor tickets ¹	cast	2-0 mo.
Provide complimentary tickets ²	Conductor, Producer	2 week
Return unsold tickets to theater ³	--	3 days before show

¹ It has worked best when people pay for tickets when they get them as opposed to taking tickets and paying for them later. Also, we generally have supported a sell 10 get 2 comps for free policy.

² Two complimentary tickets should be given to each member of the production crew who does not perform on stage, including the orchestra. Complimentary tickets should also be given to the president of Aerospace and the primary general(s) at LAAFB.

³ The Armstrong may charge \$0.50 for each returned ticket. Check this out. If so, there is no reason to return tickets. Instead, give any remaining tickets to house manager in case of sell-out.

Social Chair

Task	Others involved	Time < opening
Determine rehearsal social schedule	Producer, Director, Music Director, Choreographer	3 mo.
Determine cast parties	Producer, cast	2 weeks
Reserve restaurant for after Thursday show	--	1 week
Set up costume return party for 2-3 weeks after show	Costume Designer	0 - +1 weeks