

PRODUCTION TIMELINE NON MUSICAL PRODUCTION

WHEN	WHO	WHAT
P minus 3 – 5 months	Director Producer Executive	Begin assembling production team: <ul style="list-style-type: none"> • Stage manager • Set designer • Costume/wardrobe <ul style="list-style-type: none"> ◦ add to Vagabond's collection? Rent? Actors provide? • Props manager – 1. borrow 2. make 3. purchase only if necessary • Technical director • Makeup
	Producer or Executive	ORDER PRODUCTION MATERIALS – Scripts etc. <ul style="list-style-type: none"> • Be sure to order extras for technical & designers
	Director Producer	Hold first production meeting. <ul style="list-style-type: none"> • Director shares vision for production • Set budget & confirm timelines for design, construction and load in • discuss technical requirements <ul style="list-style-type: none"> ◦ technical director obtain quotes for rental of additional equipment, if required
	Director	Meet individually, as required, with designers to confirm production requirements
	Producer	Prepare production budget (sample attached) <ul style="list-style-type: none"> • Green room rental rate \$75 per week for normal rehearsals, if required, but other hall bookings take priority • Green room rental rate \$75 per day (includes kitchen) for final rehearsals and performance (if hall not being used). Vagabond booking takes priority over other hall rentals • Hall rental (includes greenroom and kitchen) \$300 per day if alcohol is being served, \$250 if no alcohol • One week of radio advertising (3 times per day) costs \$500 plus GST. • Budget income based on selling 70% of available tickets (239 per performance) • Bar income – base on \$5.50 per person x 70% capacity • Minimum profit expectation - \$450 for each month show is in rehearsal/ production, plus \$1,000.
	Executive	Apply for liquor permit, if applicable. <ul style="list-style-type: none"> • MLCC approval number must appear on all advertising. Book greenroom/hall for performances and final dress rehearsals.
	Producer	Book greenroom for any other key rehearsals as determined by director. Confirm caterer, if applicable. Contact graphic designer to approve production graphics & provide production specific information <ul style="list-style-type: none"> • Time, place, date, MLCC #, author credit, licensing credit • Graphics will be used in all advertising <ul style="list-style-type: none"> ◦ Posters, Newspaper advertising, Tshirts, programs • Order posters, newspaper ads • Provide program designer with approved graphic Book Samtronics Video to videotape performance

P minus 10 – 12 weeks	Producer Director or Stage Manager	Casting Call in at least two papers & auditions held <ul style="list-style-type: none"> (sample attached). Ensure paper confirms cost of ads so you can include in your budget, but sends bills to treasurer Read script and prepare initial props & effects list <ul style="list-style-type: none"> Provide information to props and technical
P minus 8 – 10 weeks	Director Stage Manager Cast Producer	REHEARSALS BEGIN <ul style="list-style-type: none"> Minimum of two rehearsals per week required Ensure that all rehearsal dates are noted on the calendar in the theatre to avoid double booking. Check calendar for pre-existing bookings (ie festival, other performances) Check bookings in Community Hall. <ul style="list-style-type: none"> While rehearsals can still take place in the theatre if there is something booked in the hall, we cannot use (for people, sets or props) any part of the hall (except washrooms) unless we are paying full rental.
P minus 6 weeks	Box Office Manager	TICKETS GO ON SALE TO SEASON TICKET HOLDERS, CAST & CREW <ul style="list-style-type: none"> prepare ticket order form <ul style="list-style-type: none"> Send notification to season ticket holders Provides producer with cast/crew preorder forms
P minus 6 weeks	Producer	PROVIDE PROGRAM DESIGNER WITH REQUIRED INFORMATION TO COMPLETE PROGRAM <ul style="list-style-type: none"> Photos and bios for cast members <ul style="list-style-type: none"> Ensure information in bio is relevant and brief. Edit if necessary to correct grammar, spelling and to reduce content
P minus 6 weeks	Stage Manager Director or Stage Manager	REHEARSAL PROPS IN USE PROVIDE TECHNICAL DIRECTOR WITH SOUND EFFECTS REQUIRED
P minus 4 week	Technical Director	RENTED EQUIPMENT INSTALLED (IE LIGHTING, SOUND)
P minus 4 weeks	Box Office Manager Producer	Ticket pre-order period expires. <ul style="list-style-type: none"> Cast and crew ticket orders must now be directed to the box office TICKETS GO ON SALE TO THE GENERAL PUBLIC Newspaper advertising begins <ul style="list-style-type: none"> Run 1/8 page ad in all four local papers for 2 weeks Ensure paper confirms cost of ads so you can include in your budget, but sends bills to treasurer
P minus 4 weeks	Wardrobe supervisor	COSTUME PARADE <ul style="list-style-type: none"> Ensure all costumes are (more or less) complete and approved by the director View costumes under stage lighting that will be used for production <ul style="list-style-type: none"> Avoid white, whenever possible. It turns “neon” under stage lights Make sure you view characters together as they will be in production to make sure there are no glaring colour clashes
P minus 4 weeks	Set Designer Props Master	SET & SHOW PROPS IN <ul style="list-style-type: none"> This is the minimum time required to rehearse with set and all props
P minus 3 weeks	Lighting Designer	LIGHTING DESIGN COMPLETE AND APPROVED BY DIRECTOR
P minus 3 weeks	Director	INCREASE REHEARSALS TO THREE PER WEEK

P minus 3 weeks	Producer	Confirm performance assistance <ul style="list-style-type: none"> • Ushers • Bartenders Confirm date of video taping by Samtronics Video
P minus 2 weeks	Producer	Arrange for one week of radio advertising (if additional ticket sales required) <ul style="list-style-type: none"> • Contact CJGX radio • Include a give away for 5 pairs of tickets for opening night
P minus 2 weeks	Program Designer Producer	PROGRAM READY FOR PRINTING <ul style="list-style-type: none"> • Proofread carefully for spelling or grammatical errors • Confirm that final program has been delivered to Russell Alliance Church for printing • Confirm printing costs for your budget and deliver bill to treasurer
P minus 2 weeks	Stage Manager	<ul style="list-style-type: none"> • STAGE CREW should be present at all rehearsals from here on • rehearse set changes • stage manager should have written plan for location of props and set pieces • stage manager should have master cue sheet complete <ul style="list-style-type: none"> ○ rehearse lighting/sound effects
P minus 2 weeks	Stage Manager	TECHNICAL – CUE TO CUE <ul style="list-style-type: none"> • this is a rehearsal for technical and stage crew only. <ul style="list-style-type: none"> ○ Following stage manager's cue sheet, call the cues for each technical or stage change. This will ensure accuracy of the cue sheet before the actors are in for rehearsals.
P minus 10 days		FULL RUN THROUGH WITH TECHNICAL <ul style="list-style-type: none"> • all rehearsals should have full technical & stage crew from here on in. • If there are any difficult costume changes, they should be rehearsed now too
P minus 2 days	Producer	FINAL DRESS REHEARSAL Last chance to have programs folded and ready for distribution
P		PERFORMANCE
P plus 1 day	Producer Stage Manager Crew	STRIKE SET CLEAN UP THEATRE GATHER UP SCRIPTS & OTHER PRODUCTION MATERIAL <ul style="list-style-type: none"> • If rented, must be returned within 7 days • If purchased, place in production box