

### Dance 2 Key Dates and Production Deadlines

DESIGN PERIOD						
Week	Key Event	Date	Deliverables	Prepared by	Attendees	Notes
Week 1	Initial Design Meeting	10/24/2023	An open mind	All Designers	All Designers	
Week 2	Design Conference / Scene-by-Scene Meeting (option #1)		Marked up Script or Libretto, Research Images or audio files	All Designers	Just designers w/ no advisors	
Week 3	Design Conference / Scene-by-Scene Meeting (option #2)					
Week 4	Design Prelims #1 - aka The Napkin Meeting (option #1)		Multiple Design ideas w/Rough Ground Plan, Section, Elevation, Rough Scale Model	Scene Designer	All design advisors, KCPA Shop Heads	
Week 5	Design Prelims #1 - aka The Napkin Meeting (option #2)		Multiple Design ideas w/Rough Sketches	Costume Designer		
			Multiple Design ideas	Lighting Designer		
			Audio samples	Sound Designer		
Week 6	All areas continue with designing according to their schedules & the Director's with meetings with other areas of design and tech		Multiple Design ideas	Media Designer	Costume Designer	Costume advisor, Costume Shop Supervisor
			Initial Costume Plot (one week before prelims #2)			
Week 7	All areas continue with designing according to their schedules & the Director's with meetings with other areas of design and tech		Costume Piece List		All design advisors, KCPA Shop Heads	Due to Production Technical Director
			Updated Ground Plan with masking	Scene Designer		
			Updated Section			
			Updated Elevations			
			Updated Scale Model with furniture and figures			
			White Model			
			3D Drafting and/or Sketches			Due to Costume Shop
			Prelim Props Packet	Props Master		
			Initial Hair and Makeup Research	Costume Designer		
			Costume Roughs			
	Printed Roughs					
Week 8			Production Calendar	Stage Manager		Google Calendar, posted to Resprod
			Updated Contact Sheet	Stage Manager	Stage Manager	Distributed to Production Staff
COSTING PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
Week 9	Costing Meeting #1		Color Research	Scene Designer	All designers and their advisors, Shop Heads, Paint Charge, Dir. Of Production	
			Surface Information			
			Updated Props Packet	Props Master		
			Preliminary Lineset Schedule/Grid Plot	Technical Director		
			Preliminary Cost Estimates	All Shop Heads		
Week 10	Costing Meeting #2 (Final Costing)		Final budget numbers, and labor estimates, Materials Information	All Designers & Shop Heads	All designers and their advisors, Shop Heads, Paint Charge, Dir. Of Production	
FINAL DESIGNS						
Week 11	Design Finals		Presentation Materials	All Designers	All designers and their advisors, Shop Heads	
			Scenic Budget	Technical Director		Present at Design Finals
			Full Ground Plan, Section & Scale Model	Scene Designer		
			Printed renderings (post-covid)	Costume Designer		
PRE-BUILD / SCENE SHOP DRAFTING						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes

<b>Week 12</b>	Pre-Build Meetings		Final Drawings and Scenic Drafting, and Scale Model	Scene Designer		
			Final Props Draftings and Renderings	Prop Master		
			Build Drawings for Specialty Items	Technical Director		
			Costume Color Renderings	Costume Designer		
			Fabric Swatches for Built Items			
			Final Costume Plot			
			Updated Hair & Makeup Research			
			Updated Costume Piece List			
			Costume Budget Uploaded to Box			
			Updated Crafts List			
<b>Week 13</b>	1 week prior to scenic build begin		Final Paint Elevations	Scene Designer		
	1 week prior to costume move in		Final Costume Renderings	Costume Designer		
			Costume Shop Meeting	Costume Designer		Weekly 1 hour meeting with costume director
<b>Week 14</b>	TYPICALLY FALL OR SPRING BREAK					
<b>Week 15</b>	Scene Shop Drafting		Build Drawings	Technical Director		Scene Shop Staff- specific due dates TBD based on production
SCENE SHOP PREP						
<b>Week</b>	<b>Key Event</b>		<b>Deliverables</b>	<b>Prepared by</b>	<b>Attendees</b>	<b>Notes</b>
<b>Week 16</b>	Scene Shop Prep		Build Drawings	Technical Director, Scene Shop Head		Scene Shop Staff- specific due dates TBD based on production
STAGE MANAGEMENT PREP						
<b>Week</b>	<b>Key Event</b>		<b>Deliverables</b>	<b>Prepared by</b>	<b>Attendees</b>	<b>Notes</b>
	Day 1 of SM prep		Final Ground Plan to SM	Scene Designer		
			Props List	Props Master		
			Scene Breakdown	Stage Manager		
	Day 5 of SM prep		Pull Rehearsal Costumes	Costume Designer/Stage Management		
			Pull Rehearsal Props	Prop Master/Stage Management		
REHEARSAL PERIOD						
<b>Week</b>	<b>Key Event</b>		<b>Deliverables</b>	<b>Prepared by</b>	<b>Attendees</b>	<b>Notes</b>
	First Rehearsal		Design Presentations	All Designers		Present to cast
			Preliminary Cue Sheet	Sound Designer		Stage Manager and Director
	2 Weeks Prior to Load-In Meeting	12/19/2023	Final Speaker Plot	Sound Designer		Audio Engineer
	2 Weeks prior to Light Hang		Preliminary Light Plot	Lighting Designer		To Master Electrician
	2 Weeks prior to Load-In	1/2/2024	Actor Mic Plan	Sound Designer		Due to Costume Shop
			Rehearsal SQs	Sound Designer		
	1 Week prior to Light Hang		Final Light Plot	Lighting Designer		To Master Electrician
	Load-in Meeting		Final Line Set Schedule/ Grid Plan	Technical Director		Incorporate Light Plot, Speaker Plot, Projection Plot
			Headset Request	Stage Manager		Finalize at load-in meeting
			Cue Light Request	Stage Manager		
			Final Light Package*	Lighting Designer		
			Engineering Packet	Sound Designer		To Audio Engineer
			Final Projections Plot	Media Designer		To Video Technical and Master Electrician
	Designer Run		Shift Plot/Run Sheets	Stage Manager		
			Furniture/Scenery Spike Sheet	Stage Manager		To Master Electrician
			Costume Change Plot	SM/Cost Designer		Collaborative paperwork
			Props Preset Sheets	Stage Manager		
<b>Week</b>	<b>Key Event</b>		<b>Deliverables</b>	<b>Prepared by</b>	<b>Attendees</b>	<b>Notes</b>
	1 week before Tech #1		Final Costume Plot/Inventory	Costume Designer		

	1 week before Tech #1		Final Costume Change Plot	SM/Cost. Designer		
	Lighting Prep			Lighting Design		
	Light Hang			Lighting Designer		Specific dates/times TBD at load-in meeting
	Scenery Load-in	1/16-1/17/2024		Technical Director		Specific dates/times TBD at load-in meeting
	Audio Load-in			Sound Designer		Specific dates/times tbs at load-in meeting
	Light Focus			Lighting Designer		Specific dates/times TBD at load-in meeting
	Media Load-In			Media Designer		Specific dates/times TBD at load-in meeting
	Media Load-In			Media Designer		Specific dates/times TBD at load-in meeting
	Media Focus			Media Designer		Specific dates/times TBD at load-in meeting
	Quiet time			Sound Designer		Specific dates/times TBD at load-in meeting
	Props Load-In			Prop Master		Specific dates/times TBD at load-in meeting
	Costume Load-In			Costume Designer/Shop		Specific dates/times TBD at load-in meeting
	Dress Parade			Costume Designer/Shop		
ONSTAGE REHARSAL PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	On Stage Rehearsals	1/18-19/2024		Stage Manager		
	On Stage Rehearsals	1/22-23/2024		Stage Manager		
TECH REHEARSAL PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Technical Rehearsal #1	1/24/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
			Paint scenery/floor	Paint Charge, Scenic Artists		Specific dates/times TBD at load-in meeting
	Technical Rehearsal #2	1/25/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Technical Rehearsal #3	1/26/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Technical Rehearsal #4	1/27/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Technical Rehearsal #5	1/27/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
DRESS REHEARSAL PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Dress Rehearsal #1	1/29/2024				
	Dress Rehearsal #2	1/30/2024				
	1:45 on day of Dress #2	1/30/2024	Fire Inspection	Technical Director	Technical Director, Head Electrician, Scene Shop Head	
	Final Dress	1/31/2024				
PERFORMANCES						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Friday before strike (Load-out Meeting)	2/2/2024	Strike Plan	Technical Director, ME, Audio, Media, Prop Master		
STRIKE						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Sunday/Monday after final performance	2/4-5/2024	Strike	Cast and crew		
v2 as of 8/30/2023 (LP)						