

Orlando Key Dates and Production Deadlines

DESIGN PERIOD

Week	Key Event	Due	Deliverables	Prepared by	Attendees	Notes	
Week 1	Initial Design Meeting	2/1/2024	An open mind	All Designers	All Designers		
Week 2	Design Prelims #1- aka The Napkin Meeting	2/15/2024	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)	2/17/2024					
Week 4	Design Prelims #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 #2 Scenic/Costumes/Media Prelims	2/29/2024	Multiple Design ideas w/Rough Sketches	Costume Designer			
			Multiple Design ideas	Lighting Designer			
			Audio samples	Sound Designer			
			Multiple Design ideas	Media Designer			
Week 6	All areas continue with designing according to their schedules & the Director's with meetings with other areas of design and tech		Initial Costume Plot (one week before prelims #2)	Costume Designer	Costume advisor, Costume Shop Supervisor		
			Costume Piece List				
Week 7	All areas continue with designing according to their schedules & the Director's with meetings with other areas of design and tech		Updated Ground Plan with masking	Scene Designer	All design advisors, KCPA Shop Heads	Due to Production Technical Director	
			Updated Section				
			Updated Elevations				
			Updated Scale Model with furniture and figures				
			White Model				
			3D Drafting and/or Sketches				
			Prelim Props Packet	Props Master			
			Initial Hair and Makeup Research	Costume Designer		Due to Costume Shop	
			Costume Roughs				
			Printed Roughs				
			Production Calendar	Stage Manager			Google Calendar, posted to Resprod
		Week 8				Updated Contact Sheet	Stage Manager

COSTING PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
Week 9	Costing Meeting #1 Scenic/Costumes/Media	3/21/2024	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) Lighting/Sound Prelims	3/28/2024	Final budget numbers, and labor estimates, Materials Information	All Designers & Shop Heads	their advisors, Shop Heads, Paint Charge, Dir. Of	
FINAL DESIGNS						
Week 11	Design Finals	4/4/2024	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
Week 12	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			
			Preliminary Speaker Plot	Sound Designer		

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			Preliminary Media Plot	Media Designer		
Week 13	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
Week 14	TYPICALLY FALL OR SPRING BREAK					
Week 15	Scene Shop Drafting		Build Drawings	Technical Director		Scene Shop Staff- specific due dates TBD based on production
SCENE SHOP PREP						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
Week 16	Scene Shop Prep		Build Drawings	Technical Director, Scene Shop Head		Scene Shop Staff- specific due dates TBD based on production
STAGE MANAGEMENT PREP						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	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		
			Pull Rehearsal Props	Prop Master/Stage Management		
REHEARSAL PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	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		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		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

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	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		
LOAD-IN PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	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	10/12/2024		Lighting Designer		Specific dates/times TBD at load-in meeting
	Scenery Load-in	10/14/2024-10/15/2024		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
	Seat Load-In	10/16/2024				

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	Dress Parade			Costume Designer/Shop		
10/14/2024						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	On Stage Rehearsals	10/16/2024		Stage Manager		
	On Stage Rehearsals					
TECH REHEARSAL PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Technical Rehearsal #1	10/17/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Technical Rehearsal #2	10/18/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Floor Painting	10/19/2024	Paint scenery/floor	Paint Charge, Scenic Artists		Specific dates/times TBD at load-in meeting
	Technical Rehearsal #3	10/20/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Technical Rehearsal #4		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	10/22/24				
	Dress Rehearsal #2	10/23/2024				
	1:45 on day of Dress #2		Fire Inspection	Technical Director	Technical Director, Head Electrician, Sound Technician	
	Dress Rehearsal #3/Final Dress/Invited Dress	10/24/2024				
PERFORMANCES						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Performance Week 1	10/25-10/26/24				
	Performance Week 2	10/30-11/02/2024				
	Friday before strike	11/1/2024	Strike Plan	ME, Audio, Media, Production Office		
STRIKE						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes

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	Sunday/Monday after final performance	11/3/2024	Strike	Cast and crew		
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