

# Key Dates and Production Deadlines

## Gem of the Ocean

Item	Key Events	Due	Prepared by	Notes	
<b>Design Period</b>					
Ground Plan	<b>Prelim Scen. Costing</b>	1/17/19	Scene Designer	Technical Director	
Section					
Rough Elevation					
Rough Scale Model					
Initial Costume Plot	<b>Design to Shops Meeting</b>	02/28/19	Costume Designer	Due to Costume Shop	
Initial Costume Rough					
Production Calendar			Stage Manager	On Google Calendar, posted to Resprod	
Ground Plan with masking			Scene Designer	Technical Director	
Section					
Elevation					
Scale Model with furniture & figures					
Initial Props Packet					Props Master
Prelim Cost Estimate				Technical Director	Production Manager
Updated Contact Sheet			Week after Design to Shop		Stage Manager
Preliminary Cost Estimates	<b>Costing Update Meeting</b>	TBD	All Shop Heads	Production Manager	
Color Research			Scene Designer	Paint Charge	
Surface Information					
Updated Props Packet				Props Master	
Prelim Lineset Schedule			Technical Director	Production Manager	
Materials Info	<b>2nd Costing Update</b>	TBD	Technical Director	Props Master and Paint Charge	
Presentation Materials	<b>Design Wrap-Up Presentation</b>	04/05/19	Design Staff		
Scenic Budget	<b>Pre-Build Meeting</b>	04/11/19	Technical Director	Present at Pre-Build	
Final Drawings			Scene Designer	Technical Director	
Preliminary Speaker Plot			Sound Designer	Present at Pre-Build	
Preliminary Media Plot			Media Designer	Present at Pre-Build	
Color Renderings			Costume Designer		

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<b>Design Period (Continued)</b>				
Final Costume Plots	<b>Pre-Build Meeting</b>	04/11/19	Costume Designer	Due to Costume Shop
Updated Piece List			Costume Designer	
Budget Uploaded to Box			Costume Designer	
Final Crafts List			Costume Designer	Present at Pre-Build
Final Scenery Drafting			Scene Designer	Technical Director
Updated Scale Model				
Build Drawings			Technical Director	Scene Shop Staff
<b>Build Period</b>				
Final Renderings	1 week prior to costume build	TBD	Costume Designer	
Final Paint Elevations	1 week prior to scenic build begin		Scene Designer	
<b>SM Prep Period</b>				
Final Ground Plan to SM	Day 1 of SM prep	08/26/19	Scene Designer	
Props List			Props Master	
Scene Breakdown			Stage Manager	
Props Research Packet	1 week after wrap up	04/12/19	Set Designer	
Pull Rehearsal Costumes	Day 5 of SM prep	08/30/19	Costume Designer/Stage Management	
Pull Rehearsal Props			Prop Master/Stage Management	
<b>Rehearsal Period</b>				
Design Presentations	First Rehearsal	09/03/19	All Designers	Present to cast
Preliminary Cue Sheet			Sound Designer	Stage Manager and Director
Final Speaker Plot	2 Weeks Prior to Load-In Meeting	9/12/19	Sound Designer	Audio Engineer
Preliminary Light Plot	2 Weeks prior to Light Hang	09/13/19	Lighting Designer	To Master Electrician
Actor Mic Plan	2 Weeks prior to Load-In	09/16/19	Sound Designer	Due to Costume Shop

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<b>Rehearsal Period (continued)</b>				
Rehearsal SQs		As Available	Sound Designer	
Final Light Plot	1 Week prior to Light Hang	09/20/19	Lighting Designer	To Master Electrician
Final Line Set Schedule/ Grid Plan	<b>Load-in Meeting</b>	9/26/19	Technical Director	Incorporate Light Plot, Speaker Plot, Prj. 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
Costume Shop Meeting				TBD
Shift Plot/Run Sheets	<b>Designer Run</b>	09/26/19	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>Load-in Period</b>				
Light Hang		09/29/19	Lighting Designer	Specific dates/times TBD at load-in meeting
Scenery Load-in		09/31/19-10/03/19	Technical Director	Specific dates/times TBD at load-in meeting
Audio Load-in		TBD	Sound Designer	Specific dates/times tbs at load-in meeting
Light Focus		10/06/19	Lighting Designer	Specific dates/times TBD at load-in meeting
Automation Load-In		TBD		
Final Costume Plot/Inventory	1 week before Tech #1	10/03/19	Costume Designer	
Final Costume Change Plot			SM/Cost. Designer	
Media Load-In		TBD	Media Designer	Specific dates/times TBD at load-in meeting
Media Focus		TBD	Media Designer	Specific dates/times TBD at load-in meeting

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<b>Load-in Period (cont.)</b>				
Quiet time		TBD	Sound Designer	Specific dates/times TBD at load-in meeting
Props Load-In		TBD	Prop Master	Specific dates/times TBD at load-in meeting
Costume Load-In		TBD	Costume Designer/Shop	Specific dates/times TBD at load-in meeting
Dress Parade		10/04/19	Costume Designer/Shop	
Paint scenery/floor		10/05/19	Scenic Artists	Specific dates/times TBD at load-in meeting
<b>Onstage Rehearsal Period</b>				
<b>Tech Rehearsal Period</b>				
Revised Shift Plot/Run Sheets	Tech #1	10/10/19	Stage Manager	Incorporate costume change plot
<b>Dress Rehearsal Period</b>				
Fire Inspection	1:45 on day of Dress #2	10/15/19	Technical Director	
<b>Performances</b>				
Strike Plan	Friday before strike	10/25/19	Technical Director, ME, Audio, Media, Prop Master	
Strike	Sunday/Monday after final performance	10/27/19	Cast and crew	