

# Key Dates and Production Deadlines

*Titus Andronicus*

<i>Item</i>	<i>Key Events</i>	<i>Due</i>	<i>Prepared by</i>	<i>Notes</i>		
<b>Design Period</b>						
Ground Plan	<b>Prelim Scen. Costing</b>	02/12/19	Scene Designer	Technical Director		
Section						
Rough Elevation						
Rough Scale Model						
Initial Costume Plot	<b>Design to Shops Meeting</b>	02/26/19	Costume Designer	Due to Costume Shop		
Initial Costume Rough						
Production Calendar			Stage Manager	On Google Calendar, posted to Resprod		
Updated Ground Plan with masking			Scene Designer	Technical Director		
Updated Section						
Updated Elevation						
Updated Scale Model with furniture and figures						
Initial Props Packet					Props Master	
Prelim Cost Estimate					Technical Director	Production Manager
Updated Contact Sheet					Week after Design to Shop	03/05/19
Prelim Lineset Schedule/Grid Plot	<b>Costing Update Meeting</b>	TBD			Technical Director	Production Manager
Preliminary Cost Estimates			All Shop Heads	Production Manager		
Color Research			Scene Designer	Paint Charge		
Surface Information						
Updated Props Packet					Props Master	
Materials Information	<b>2<sup>nd</sup> Costing Update</b>	TBD	Technical Director	Paint Charge and Prop Master		
Presentation Materials	<b>Design Wrap-Up Presentation</b>	04/12/19	Design Staff			

# Key Dates and Production Deadlines

## Titus Andronicus

Item	Key Events	Due	Prepared by	Notes
Scenic Budget	<b>Pre-Build Meeting</b>	04/16/19	Technical Director	Present at Design Wrap-up
Final Drawings and Scenery Drafting			Scene Designer	Technical Director
Updated Scale Model				
Preliminary Speaker Plot			Sound Designer	Present at Design Wrap-up
Color Renderings			Costume Designer	Due to Costume Shop
Final Costume Plots				
Updated Piece List				
Budget Uploaded to Box				
Final Crafts List				
Build Drawings for Specialty Items			Scene Designer	Props Master
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	
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	09/04/19	All Designers	Present to cast
Preliminary Cue Sheet			Sound Designer	Stage Manager and Director
Final Speaker Plot	2 Weeks Prior to Load-In Meeting	TBD	Sound Designer	Audio Engineer

# Key Dates and Production Deadlines

*Titus Andronicus*

<i>Item</i>	<i>Key Events</i>	<i>Due</i>	<i>Prepared by</i>	<i>Notes</i>		
<b>Rehearsal Period (continued)</b>						
Preliminary Light Plot	2 Weeks prior to Light Hang	09/27/19	Lighting Designer	To Master Electrician		
Actor Mic Plan	2 Weeks prior to Load-In	09/30/19	Sound Designer	Due to Costume Shop		
Rehearsal SQs		As Available	Sound Designer			
Final Light Plot	1 Week prior to Light Hang	10/04/19	Lighting Designer	To Master Electrician		
Final Line Set Schedule/ Grid Plan	<b>Load-in Meeting</b>	10/10/19	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	Costume Designer	Schedule with Costume Shop Director
Shift Plot/Run Sheets			<b>Designer Run</b>	10/09/19	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>						
Lighting Prep		10/11/19	Lighting Design			
Final Costume Plot/Inventory	1 week before Tech #1	10/10/19	Costume Designer			
Final Costume Change Plot	1 week before Tech #1	10/10/19	SM/Cost. Designer			
Light Hang		10/13/19	Lighting Designer	Specific dates/times TBD at load-in meeting		
Scenery Load-in		10/14/19-10/15/19	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		10/14/19-10/15/19	Lighting Designer	Specific dates/times TBD at load-in meeting		

# Key Dates and Production Deadlines

## Titus Andronicus

Media Load-In		TBD	Media Designer	Specific dates/times TBD at load-in meeting
---------------	--	-----	----------------	---

<i>Item</i>	<i>Key Events</i>	<i>Due</i>	<i>Prepared by</i>	<i>Notes</i>
<b>Load-In Period (Continued)</b>				
Media Load-In		TBD	Media Designer	Specific dates/times TBD at load-in meeting
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		10/15/19	Costume Designer/Shop	
<b>Onstage Rehearsal Period</b>				
<b>Tech Rehearsal Period</b>				
Revised Shift Plot/Run Sheets	Tech #1	10/17/19	Stage Manager	Incorporate costume change plot
Paint scenery/floor		10/19/19	Scenic Artists	Specific dates/times TBD at load-in meeting
<b>Dress Rehearsal Period</b>				
Fire Inspection	1:45 on day of Dress #2	10/22/19	Technical Director	
<b>Performances</b>				
Strike Plan	Friday before strike	11/01/19	Technical Director, ME, Audio, Media, Prop Master	
Strike	Sunday/Monday after final performance	11/03/19	Cast and crew	