

Key Dates and Production Deadlines

The Adventures of Little Sharp Ears

<i>Item</i>	<i>Key Events</i>	<i>Due</i>	<i>Prepared by</i>	<i>Notes</i>		
Design Period						
Ground Plan	Prelim Scen. Costing	02/14/19	Scene Designer	Technical Director		
Section						
Rough Elevation						
Rough Scale Model						
Initial Costume Plot	Design to Shops Meeting	02/28/10	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 & 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	Costing Update Meeting	TBD			All Shop Heads	Production Manager
Color Research			Scene Designer	Paint Charge		
Surface Information				Props Master		
Updated Props Packet			Technical Director	Production Manager		
Prelim Lineset Schedule						
Materials Info	2nd Costing Update	TBD	Technical Director	Props Master and Paint Charge		
Presentation Materials	Design Wrap-Up Presentation	04/05/19	Design Staff			

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Scenic Budget	Pre-Build Meeting	04/09/19	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
Final Costume Plot			Costume Designer	Due to Costume Shop
Updated Piece List				
Costume Budget				
Final Crafts List				
Color Renderings for all characters			Costume Designer	Present at Pre-Build
Final Scenery Drafting			Scene Designer	Technical Director
Updated Scale Model				
Build Drawings			Technical Director	Scene Shop Staff
Preliminary Media Plot			Media Designer	
Build Period				
Final Renderings	1 week prior to costume build	TBD	Costume Designer	
Final Paint Elevations	1 week prior to scenic build begin		Scene Designer	
SM Prep Period				
Final Ground Plan to SM	Day 1 of SM prep	09/16/19	Scene Designer	
Props List			Props Master	
Scene Breakdown			Stage Manager	
Props Research Packet	1 week after wrap up	TBD	Set Designer	
Pull Rehearsal Costumes	Day 5 of SM prep	09/20/19	Costume Designer/Stage Management	
Pull Rehearsal Props			Prop Master/Stage Management	

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Rehearsal Period				
Design Presentations	First Staging Rehearsal	09/23/19	All Designers	Present to cast
Preliminary Cue Sheet			Sound Designer	Stage Manager and Director
Final Speaker Plot	2 Weeks Prior to Load-In Meeting	9/24/19	Sound Designer	Audio Engineer
Preliminary Light Plot	2 Weeks prior to Light Hang	09/27/19	Lighting Designer	To Master Electrician
Singer Mic Plan	2 Weeks prior to Load-In	10/1/19	Sound Designer	Due to Costume Shop
Rehearsal SQs		As Available	Sound Designer	
Final Light Plot	1 Week prior to Light Hang	10/4/19	Lighting Designer	To Master Electrician
Final Line Set Schedule/ Grid Plan	Load-in Meeting	10/8/19	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	Designer Run	10/10/19	Stage Manager	
Furniture/Scenery Spike Sheet			Stage Manager	To Master Electrician
Costume Change Plot			SM/Cost Designer	Collaborative paperwork
Props Preset Sheets			Stage Manager	
Load-in Period				
Lighting Prep		10/11/19	Lighting Design	
Light Hang		10/13/19	Lighting Designer	Specific dates/times TBD at load-in meeting
Scenery Load-in		10/14/19-10/18/19	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		10/27/19	Lighting Designer	Specific dates/times TBD at load-in meeting

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Automation Load-In		10/21/19-10/23/19		
Final Costume Plot/Inventory	1 week before Tech #1	10/25/19	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
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		10/29/19	Costume Designer/Shop	
Onstage Rehearsal Period				
Tech Rehearsal Period				
Revised Shift Plot/Run Sheets	Tech #1	11/03/19	Stage Manager	Incorporate costume change plot
Paint scenery/floor		10/19/19 & 10/26/19	Scenic Artists	Specific dates/times TBD at load-in meeting
Dress Rehearsal Period				
Fire Inspection	1:45 on day of Orch Dress #1	11/12/19	Technical Director	
Performances				
Strike Plan	Friday before strike	11/15/19	Technical Director, ME, Audio, Media, Prop Master	
Strike	Sunday/Monday after final performance	11/17/19	Cast and crew	