

Witch Key Dates and Production Deadlines

DESIGN PERIOD						
Week	Key Event	Due	Deliverables	Prepared by	Attendees	Notes
Week 1	Initial Design Meeting	9/1/2023	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)	9/8/2023	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		
			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	Stage Manager	Distributed to Production Staff
COSTING PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
Week			Color Research	Scene Designer		
			Surface Information			
					All designers and their	

Week 9	Costing Meeting #1	9/22/2023	Updated Props Packet	Props Master	All designers and their advisors, Shop Heads, Paint Charge, Dir. Of Production	
			Preliminary Lineset Schedule/Grid Plot	Technical Director		
			Preliminary Cost Estimates	All Shop Heads		
Week 10	Costing Meeting #2 (Final Costing)	10/6/2023	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	10/20/2023	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	10/27/2023	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		
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
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SCENE SHOP PREP

Week	Key Event		Deliverables	Prepared by	Attendees	Notes
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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	11/13/2023	Final Ground Plan to SM	Scene Designer		Prep week before Fall Break
			Props List	Props Master		
			Scene Breakdown	Stage Manager Costume Designer/Stage Management		
	Day 5 of SM prep	11/17/2023	Pull Rehearsal Costumes	Prop Master/Stage Management		
			Pull Rehearsal Props			
REHEARSAL PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	First Rehearsal	11/27/2023	Design Presentations	All Designers		Present to cast
			Preliminary Cue Sheet	Sound Designer		Stage Manager and Director
	2 Weeks Prior to Load-In Meeting	1/8/2024	Final Speaker Plot	Sound Designer		Audio Engineer
	2 Weeks prior to Light Hang	1/14/2024	Preliminary Light Plot	Lighting Designer		To Master Electrician
	2 Weeks prior to Load-In	1/15/2024	Actor Mic Plan	Sound Designer		Due to Costume Shop
			Rehearsal SQs	Sound Designer		
	1 Week prior to Light Hang	1/21/2024	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		
LOAD-IN PERIOD						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	1 week before Tech #1	1/25/2024	Final Costume Plot/Inventory	Costume Designer		

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	1 week before Tech #1	1/25/2024	Final Costume Change Plot	SM/Cost. Designer		
	Lighting Prep			Lighting Design		
	Light Hang	1/28/2024		Lighting Designer		Specific dates/times TBD at load-in meeting
	Scenery Load-in	1/29- 1/31/24		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		
	Seating Load-In	1/31/2024				Specific dates/times TBD at load-in meeting

ONSTAGE REHEARSAL PERIOD

Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	On Stage Rehearsals	1/31/2024		Stage Manager		
	On Stage Rehearsals					

TECH REHEARSAL PERIOD

Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Technical Rehearsal #1	2/1/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Floor Paint		Paint scenery/floor	Paint Charge, Scenic Artists		Specific dates/times TBD at load-in meeting
	Technical Rehearsal #2	2/2/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Technical Rehearsal #3	2/4/2024	Revised Shift Plot/Run Sheets	Stage Manager		Incorporate costume change plot
	Technical Rehearsal #4	2/4/2024	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	2/6/24				
	Dress Rehearsal #2	2/7/2024				
	1:45 on day of Dress #2	2/7/2024	Fire Inspection	Technical Director	Technical Director, Head Electrician, Scene Shop Head	

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	Dress Rehearsal #3/Final Dress/Invited Dress	2/8/2024				
PERFORMANCES						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Friday before strike	2/16/2024	Strike Plan	Technical Director, ME, Audio, Media, P. M.		
STRIKE						
Week	Key Event		Deliverables	Prepared by	Attendees	Notes
	Sunday/Monday after final performance	2/17-2/18/24	Strike	Cast and crew		