

A brief description of the events and expectations of all events scheduled on the Production Calendar and Grid:

Director/Designer Conference

- Director and all designers required to attend
- Stage Manager, Dramaturg, Assistants and Production Staff may also attend
- Director presents overall vision of the production
- Discussion of Design Areas and presentations of research material if available
 - Costumes – Essential elements, strategies for staying within costume count
 - Scenery – Essential elements, desired configuration for Inge or Stage Too! productions
 - Lighting – Essential elements
 - Sound – Essential elements
 - Projections – Will they be used and to what extent.
 - Special Effects – If any

1st Production Conference

- Introductions.
- Discussion of any potential problems seen in the schedule.
- Recap of Director's vision of the production.
- Preliminary presentations from the areas of scenery, costumes, lighting, projections and sound in the form of research and sketches.
- Discussion of any potential problems seen in the production elements, including special effects, props, front of house or audience outreach

2nd Production Conference

- Director's update of the production process.
- Updates from the areas of:
 - Scenery; ground plan and white model.
 - Costumes; costume count and sketches of all characters due
 - Projections; where and how projections are being used.

- Lighting; any special considerations or needs.
- Sound; any special considerations or needs.

3rd Production Conference

- Director's update of the production process
- Updates from the areas of:
 - Scenery; printed groundplan submitted to Scene Shop Manager for review. Rendered model of the scenery showing colors and treatments is due
 - Costumes; renderings of all characters including pieces is due.
 - Projections; plan for the positioning of projectors and the routing of signals is due.
 - Lighting; closer review of any special considerations or needs
 - Props; an accurate props list utilizing the KUT Props List Template is due.

Final Production Conference

- A production conference 1 week prior Tech Week intended to address any production issues that have arisen. All departments are expected to report on progress and any anticipated difficulties.

Drawings Due Date

- Final scenic drafting, approved by design supervisor and technical director due by 9am.
- Final costume renderings, piece lists and priority list approved by design supervisor and technical director due by 9am.

Build Planning Meeting

- This meeting is for the Scene Shop Manager, Scenic Designer and any other concerned parties to develop a written plan for realizing the scenic elements.
- This meeting ought to take into consideration the utilization of time, space, labor and other resources to get the scenic elements constructed, painted and in place by the On Set Target date.

Lightplot due date

- All lighting plots and associated paperwork, approved by the design supervisor and technical director due by 9am.

Soundplot due date

- A list of all sound cues, in show order, detailed on the KUT soundplot form due by 9am. Sound effects are typically produced in house, music effects are typically provided by the sound designer or director.

Projections/Media due Date

- All projected media, and a plot detailing how they are to be arranged for playback is due by 9am. Due date will be set during production conferences if use of projections is planned.

Designer Run-Through 1 & 2

- Run-Throughs of the show intended to give the designers an idea of the staging, timing and direction of the production.
- Scheduled by the SM in consultation with the Director.

On-Set Rehearsal Target

- All scenic elements that actors interact with should be completed by this date.
- This is the date by which the production can start evening rehearsals on the set in the theatre.

Hang

- Time allocated to putting the light equipment in place.
- Typically 2-3 days.

Focus

- Time allocated for the designer to orient the lighting equipment to perform the required functions.
- These times must be scheduled with the Technical Coordinator.
- Typically 2-3 days.

Cues

- Time allocated for the designer to record the lighting looks into the light console.
- Please schedule with the Technical Coordinator and Scene Shop Manager as the utilization of the theatre space is at a premium at this point in the process.
- Typically 2 days

Paper Tech

- Scheduled by the SM with the director, all associated designers and the technical director. All cues will be placed in the prompt script at this meeting.

Director/Designer Cue Check

- An opportunity for the director to view and hear all lighting, projection and sound cues in the theatre and make suggested changes.
- Scheduled by the SM with the director, all associated designers and the technical director. Can be scheduled on an earlier date if the hang, focus, and cue writing are complete.
- Sound, light board, and projection operators may be needed.

Final Run Through/Crew View

- Call Time 6:15pm typically
- Start/Curtain Time at 6:30pm
- A run through allowing the crew and production staff to become familiar with the show.
- Show props are typically added at this production.

Running Crew Training Tech

- Call Time 6:00pm.
- Start/Curtain Time 6:30 pm.
- Actors not called typically.

- Running crew is trained in the specifics of their duties.
- Running crews will set up their respective work stations and review paperwork.
- Followed by a cue to cue rehearsal allowing the crew to learn and rehearse these duties.
- Actors are not called unless requested by the technical director. Production director not required to attend, but can if they wish.
- This rehearsal is expected to be completed, with reasonable breaks, within a four hour period.

Cue-to-Cue Tech

- Call Time 6:00pm.
- Start/Curtain Time 6:30pm.
- Wardrobe not called (Costume quick changes may be included depending on the needs of the production.)
- A rehearsal that brings the technical elements together with the actors.
- This is a cue-to-cue rehearsal including the actors. All light, sound, and projection cues are rehearsed. All major scene changes are rehearsed.
- Rehearsal may be stopped for technical director, director, or designers to give notes and/or implement changes to cues.
- This rehearsal is expected to be completed, with reasonable breaks, within a four hour period.

Full Tech

- Call Times:
 - Actors 6:00pm
 - Wardrobe 5:30pm
 - All others 6:00pm
 - Start/Curtain Time 6:30pm
- A full run of the production including all scenic, lighting, and sound elements. Includes all projections and special effects.
- All production props are added. Costume props such as gloves, hats, and coats are added.

- Costume quick-changes will be rehearsed in real time.
- Rehearsal may be stopped to adjust any elements as needed
- This rehearsal is expected to be completed, with reasonable breaks, within a four hour period.

1st Dress

- Call Times:
 - **All call times may be adjusted to meet the needs of the production.**
 - Actors 6:30pm
 - Wardrobe 6:00pm
 - All others 6:30pm
 - Start/Curtain Time 7:30pm
- Complete run of the production will full technical support including full costumes, makeup, hair and wigs. No major revisions of scenery, props, sound or lighting are expected. Stops will be made to adjust acting, directing or technical elements.

2nd Dress

- Call Times:
 - **All call times may be adjusted to meet the needs of the production.**
 - Actors 6:30pm
 - Wardrobe 6:00pm
 - All others 6:30pm
 - Start/Curtain Time 7:30pm
- Complete run of the production will full technical support stopping only for significant problems.

Final Dress

- Call Times:
 - **All call times may be adjusted to meet the needs of the production.**
 - Actors 6:30pm

- Wardrobe 6:00pm
- All others 6:30pm
- Start/Curtain Time 7:30pm

- Complete run of the production will full technical support stopping only for emergencies or issues that will halt the production. Professional photographs usually taken during this rehearsal.

Performances

- CPT/Stage Too! shows typically run 2 weekends with 2 matinees
- Inge shows typically run 1 weekend with performances during the following week.
- Call Times
 - **All call times may be adjusted to meet the needs of the production.**
 - Actors 1 Hour prior to Curtain
 - Wardrobe 30 min Prior to Actors
 - All others 1 hour prior to Curtain
 - Start/Curtain Time
- 7:30pm evening performance
- 2:30pm for weekend matinee

Strike (immediately following the final performance)

- All cast, crew, technical staff and student assistants are expected to attend.
- Directors and designers may attend strike.
- Strikes are expected to be completed within four hours.
- Everyone required to attend will remain until roll call is taken by the production stage manager