

PRODUCTION PLAN: HAND ME DOWN THEATRE

SHOW: Take Me By The Tongue
COMPANY: Hand Me Down Theatre
DATE: Thursday 29th May 2014



DP = Darren Page

Function	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 11	Week 12
					EASTER					TECH WEEK	PERFORMANCE WEEK
W/C	10-Mar	17-Mar	24-Mar	31-Mar	07-Apr	14-Apr	21-Apr	28-Apr	05-May	19-May	26-May
ADMINISTRATION											
DIRECTOR (D)	Attend production meeting	Attend production meeting	Attend production meeting	Attend production meeting Draft script deadline Attend meeting regarding lighting ideas.	Attend production meeting Sound/lighting files/ideas with PM	Final script deadline		Attend production meeting ACOUSTIC EVENT	Attend production meeting	Attend production meeting TECH REHEARSAL 21/5 2-4	Technical rehearsal Dress rehearsal
PRODUCTION MANAGER (PM)	Initial Production meeting Attend production meeting Start prop, costume, lighting and sound draft notes.	Attend production meeting	Attend production meeting	Technical rider is drafted. Attend production meeting Attend meetings regarding draft script. Attend meeting regarding lighting ideas.	Attend production meeting	Final technical rider. Final risk assessment	Send DP technical rider. Send DP Risk Assessment	Attend production meeting Draft risk assessment ACOUSTIC EVENT	Attend production meeting	Attend production meeting TECH REHEARSAL 21/5 2-4	Technical rehearsal Dress rehearsal
STAGE MANAGEMENT/ DEPUTY STAGE MANAGER (SM/DSM)	Rehearsal notes sheets begin. Writing down initial props and costume ideas.	Begin to research costs of preliminary costume/prop ideas.		Technical rider is drafted.		Final risk assessment Costume prop movement and section draft sheets.	Script is printed and prompt started.	Attend production meeting Draft risk assessment Costume/Prop movement and section sheets. ACOUSTIC EVENT	Attend production meeting QLAB FILE COMPLETED IN PREP FOR TECH.	Attend production meeting FINAL costume and prop movement sheets TECH REHEARSAL 21/5 2-4 Q LAB FILE COMPLETED.	Technical rehearsal Dress rehearsal DSM organises various prop tables and section off costumes for performance. Post performance: assist in returning items from performance.
SET AND SCENIC DESIGN		Audience stage numbers confirmed. Attend meeting regarding budget for sets properties/scenic design.		Technical rider is drafted. Set properties confirmed						In tech rehearsal assist lighting designer in creative decisions.	
COSTUME DESIGN	Begin writing lists in rehearsals, costume ideas.	Attend meeting regarding budget for costumes.		Costume draft list deadline. Technical rider is drafted.		Costume sourced list deadline Borrow forms finalised				If available costume table and rail taped and marked up.	Post performance: Return all costumes to borrowed location
PROPS MANAGEMENT	Begin writing lists in rehearsals, costume ideas. Research in to props needed.	Attend meeting regarding budget for props.		Props draft list deadline. Technical rider is drafted.		Props sourced list deadline Borrow forms finalised			Props will be stored in LPAC props store.	No adjustments to props and costume store. If available props table taped and marked up.	Post performance: Return all props to borrowed locations and reimburse (receipts needed) cast and crew.
LIGHTING	Begin to think about location of bars/lights.		Meet with director/PM and discuss potential lighting designs for scenes.	Lighting state diagram began (meet with PM/DP to ensure ideas are achievable and available) Technical rider is drafted.		Lighting diagrams for each scene	Lighting cues draft		Lighting cues final	Designs completed and inserted in to lighting board. Cue sheets are completed with information for operators. During the tech	

										work with crew to create lighting designs on stage.	
SOUND	Drafted sound lists.		Sound list with copyright confirmation.	Technical rider is drafted.	Sound cues draft (check with D/PM		QLAB DRAFT FILE FOR ACOUSTIC EVENT	PRS form completed for selected sound files. Q LAB FILE FOR ACOUSTIC NIGHT.	Sound cues <u>final</u>	Cue sheets are completed with information for operators. FINAL QLAB FILE	
PROJECTION	Projection ideas and designs begin.		Meet with director/PM and projection designer re: show ideas.	Number of projection screens finalised. Technical rider is drafted.	Projection (AV) cues draft Designs are drafted			<u>Designs completed</u>	Projection cues <u>final</u>	Cue sheets are completed with information for operators.	