

Rehearsals

Select and print audition and callback sides
Read-through
Table work
Blocking
Stumble-through
Sitzprobe (for musicals/operas)
Tech rehearsals
Opening night
Performances
Photo call

Production

Apply for outside funding
Make preliminary budget
Schedule production meetings (weekly)
Set and budget meeting with Michael Griggs
Load-in meeting
Schedule photo call
Purchase microphone batteries
Design and print programs
Cast party
Strike meeting
Collect reimbursement forms and receipts
File reimbursements with HRDC treasurer
Post-mortem production meeting

Publicity

Make a Facebook event
Design and print Pizza Q fliers
Register for Internet publicity
Spam lists with blurb
Poster design deadline
Print posters
Make postering schedule
Postering runs (Monday and Thursday mornings)
Write publicity blurb
Design and print Pizza Q fliers
Sign up for table tents and sandwich boards
Spam email lists about auditions
Make auditions Facebook event
Order posters
Postering with teasers
Send VIP invitation emails

Contact professors about bringing classes

Tech

Designer Run

Measure cast for costumes

Tag costumes and props

Set design deadline

Order lumber and paint

Lighting design due

Deadline to purchase or construct props and costumes

Sound design deadline

Paper tech

Cue-to-cue

Load-in

Strike

Take costumes to dry cleaning

Check props in with Suzy

Director/designer meetings

Video design deadline

Initial design deadlines (set, lighting, sound, video, poster)

Begin pre-build