



## **PRODUCTION CHECKLIST**

		DATES ↓		
Production	The Mousetrap, 4/20 – 5/7	00, gal		
Tech	Saturday, 4/15, 2 – 8 p.m.		Crew Called: 2 p.m.	Actors called: 2:30 p.m.
	Sunday, 4/16, 2 – 8 p.m.		Crew Called: 2 p.m.	Actors called: 2:30p.m.
	Possible Tech Catchup or Monday, 4/17, 6 – 11 p.m.		Crew Called: 6 p.m.	Actors called: 6 p.m.
	Tuesday, 4/18, 6 – 11 p.m.		Crew Called: 6 p.m.	Actors called: 6 p.m.
	Wednesday, 4/19, 6 – 11 p.m.		Crew Called: 6 p.m.	Actors called: 6 p.m.
Preview	Thursday, 4/20, 7:30 p.m.		Crew Called: 6 p.m.	Actors called: 6:30 p.m.
Performances	Thursdays, 7:30 p.m.		Crew Called: 6:30 p.m.	Actors called: 6 p.m.
	Fridays, 7:30 p.m.		Crew Called: 6:30 p.m.	Actors called: 6 p.m.
	Saturdays, 7:30 p.m.		Crew Called: 6:30 p.m.	Actors called: 6 p.m.
	Sundays, 2:30 p.m.		Crew Called: 1:30 p.m.	Actors called: 1 p.m.





AT LEAST ONE WEEK BEFORE AUDITIONS		BEFO	BEFORE FIRST REHEARSAL		
	Director/SM expectations mtg		Rehearsal schedule		
	Design meeting(s): Set, Lights, Sound, Props (Projections)		First production meeting		
	Budgets shared with designers		Cast list to marketing and coordinator of volunteers		
	Production meeting schedule		Scripts ready for the cast		
	Contracts signed: creative team		Headshot date scheduled		
	Create production FB group (Marketing)		Schedule designer runs		
	Discuss the need for Intimacy Direction				
	Discuss the need for Fight Direction				
	Discuss the need for Dialect Coaching				





FIRST WEEK OF REHEARSAL		SECON	D WEEK OF REHEARSAL
	Meet and greet (first rehearsal)		Complete costume measurements
	Volunteer paperwork distributed		Bios (and personal headshots) due to marketing
	Form for actor's sizes distributed		Volunteer paperwork to the coordinator of volunteers
	Designer presentations (first rehearsal)		Actor's sizes to costumes
	Initial designs due		Hang and focus schedule to director of development and special events
	Costume Designer Matrix due		
	Spike rehearsal room		
	Complete conflict calendar		
	Create contact sheet for cast & creative team		





PROPOSED CHANGES MUST BE SUBMITTED IN WRITING TO THE PRODUCER FOR APPROVAL.

Producer: Fred Gloor, Associate AD, Producer email: fgloor@weathervaneplayhouse.com

THIRD WEEK OF REHEARSAL		TWO WEEKS BEFORE TECH		
	Determine crew needs and discuss with the Coordinator of Volunteers		Designer run if possible	
	FOH and crew signups go live online		Off-book	
	Hang and focus begins		Decide on optional cue-to-cue at first tech	
			Hang and focus completel	
			Start scene change transition sheet for backstage volunteers	
			Start props tracking sheet for backstage volunteers	





THE WEEK BEFORE TECH		FIRST	FIRST TECH		
	Designer run this week at the latest		Optional: cue-to-cue		
	Initial light, sound, and scene change cues to SM		Set fully functional		
	Ready for spacing/rehearsals Wed, Thurs, Friday		Light cues complete (plus effects)		
	Initial cue book		Sound cues complete (mics ready)		
	Schedule Venue Managers		Mics for stage/sound reinforcement		
	Production proofs begin		Lobby logo poster signing		
	Tape off props tables				
	Light-over/Light Tech Thursday or Friday				
	Schedule Paper tech				
	Set up/check clearcom				





SECOND TECH		THIRD TECH		
	Run through		Full dress	
	Programs to cast for final proof		Slideshow in lobby for proofing	
			Or third tech day	





FOURTH TECH		LAST TECH	
	Sound: Test loop system		Full run, no stop





OPENING WEEK	CLOSING WEEK	
Plan for strike	Plan post mordem	
	Strike Clearcom/Mics	
	Reset Sound Board	
	Reset Light Board	