

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

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

PRODUCTION CHECKLIST

DATES



Production

The Mousetrap, 4/20 – 5/7

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.

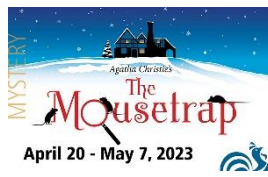
Crew Called: 6:30 p.m.

Actors called: 6 p.m.

Sundays, 2:30 p.m.

Crew Called: 1:30 p.m.

Actors called: 1 p.m.



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AT LEAST ONE WEEK BEFORE AUDITIONS

- Director/SM expectations mtg
- Design meeting(s): Set, Lights, Sound, Props (Projections)
- Budgets shared with designers
- Production meeting schedule
- Contracts signed: creative team
- Create production FB group (Marketing)
- Discuss the need for Intimacy Direction
- Discuss the need for Fight Direction
- Discuss the need for Dialect Coaching
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BEFORE FIRST REHEARSAL

- Rehearsal schedule
- First production meeting
- Cast list to marketing and coordinator of volunteers
- Scripts ready for the cast
- Headshot date scheduled
- Schedule designer runs
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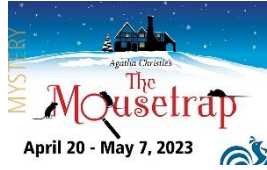
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THIRD WEEK OF REHEARSAL

- Determine crew needs and discuss with the Coordinator of Volunteers
- FOH and crew signups go live online
- Hang and focus begins
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TWO WEEKS BEFORE TECH

- Designer run if possible
- Off-book
- Decide on optional cue-to-cue at first tech
- Hang and focus complete
- Start scene change transition sheet for backstage volunteers
- Start props tracking sheet for backstage volunteers
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OPENING WEEK

- Plan for strike _____
- _____
- _____
- _____
- _____
- _____

CLOSING WEEK

- Plan post mordem** _____
- Strike Clearcom/Mics _____
- Reset Sound Board _____
- Reset Light Board _____
- _____
- _____