PRODUCTION MEETINGS & DEADLINES

NOTE: Columbia will provide a detailed schedule of the individual production meeting times, locations, and due dates, separate from this document. Please note that all production meetings for the 2023-24 season will be virtual.

WHAT	WHO * = *mandatory*	AGENDA/DEADLINES/NOTES
Rights Acquisition 4 weeks before Policies & procedures Meeting	Director of Production Production Manager Director General Manager/Producer	● Submit production's title and playwright/translator to DP & PM ● Once the Application of Rights is submitted to the rights holder, a title cannot be changed. ● All productions will strictly adhere to all stipulations in the Rights Agreement
Policies & Procedures Meeting 2 weeks before first rehearsal	Production Manager Asst Production Manager Director* Playwright* (if applicable) GM/Producer* Production Stage Manager* ASM (if applicable) Dramaturg (if applicable)	● Intros of management, producer, director ● Process discussion ● Designer staffing deadline ● PSM submits rehearsal calendar draft for approval to Production Manager
CU Release Forms Due Before first rehearsal	Director Playwright (if applicable) Production Stage Manager GM/Producer All Designers ASM (if applicable) Dramaturg (if applicable)	

Concept Production Meeting 1 week before first rehearsal	Production Manager Technical Director Director* Playwright* (if applicable) GM/Producer* Production Stage Manager* Scenic Designer (if applicable) Lighting Designer (if applicable) Costume Designer (if applicable) Sound Designer (if applicable) ASM (if applicable) Dramaturg (if applicable)	● Discuss scenic design with technical staff, drawings not required but useful (including soft goods placement) ● Discuss lighting ● Discuss sound ● Discuss video/projection ● Discuss costumes ● Discuss house configuration ● Determine if prop weapons will be utilized
Scenic Drawings Due 1 week before first rehearsal	Scenic Designer	● Vectorworks (2019 or earlier) and PDF of ● Ground plan w/ heights or ● Ground plan & Elevations ● Any info pertinent for completion of design ● Troubleshoot feasibility, use of stock, and collaborate on ways to implement design
Rehearsal Start Date 5 weeks before opening	Director Playwright (if applicable) Production Stage Manager GM/Producer All Designers ASM (if applicable)	● Design presentation of costumes, lighting, sound, video/projection, and scenic for actors
Load- In Production Meeting 1 week before tech	Director* Playwright* (if applicable) Production Stage Manager* GM/Producer* All Designers * ASM (if applicable)	● Discuss load-in process ● Scenic, props, costume, sound, and projections progress report ● Submit a detailed tech schedule draft to PM

Eventbrite, **Final Lighting, Video, and** **Sound Plots &** **Paperwork Due** Wednesday before opening by 5p	Lighting Designer Sound Designer Video Designer GM/Producer	**Lighting** ● Vectorworks (2019 or earlier) and PDF of plot ● Channel Hook Up ● Updated practical specifications and placement, if applicable. **Video** ● Projector placement & focus ● Shop order **Sound** ● Additional speaker placement (if necessary) ● Microphone placement ● Board hook up **General Manager/Producer** ● Eventbrite due to PM for review
Thursday Truck **Manifest Deadline** Thursday before Monday Truck	Director* Playwright* (if applicable) Production Stage Manager* Producer/GM* All Designers ASM (if applicable)	● To check the upcoming truck schedule and request that items be transported, ● please fill out the truck manifest request form before the corresponding deadline. ● The form to request trucking services can be found here: https://forms.gle/7p9BqeKdfPXkhQHo6. ● Only items that have been checked out may be transported to Schapiro.
Sunday Load-In Sunday before opening	Director* Playwright* (if applicable) Production Stage Manager* Producer/GM* All Designers ASM (if applicable) Cast	● Schapiro strike team will set up spaces in the morning ● Evening DESIGNER RUN THRU in the space 6p

Monday Load-In Monday before opening	Scenic Designer* Lighting Designer* Sound Designer* Projection Designer	**Scenic** ● Install scenic elements ● Organize properties ● Spike everything **Lighting** ● Hang specials ● Drop color ● Customize patch **Sound** ● Add source speakers ● Configure board ● Load sound to show computer ● Test setup **Video** ● Hang projector ● Load video to show computer ● Test setup **General Manager/Producer** ● Program due to PM for review