|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dates of Production Meetings  **PRODUCTION SCHEDULE**  **INSERT NAME OF PRODUCTION** | Lesson 1 | Lesson 2 | 5/01/12 | 9/01/12 | 11/01/12 | 12/01/12 | 16/01/12 | 18/01/12 | 19/01/12 | 23/01/12 | 25/01/12 | 26/01/12  **THE REPORT EVIDENCE** | | | 30/01/12 | | 1/02/12 | 2/02/12 |
| Allocate Production Roles |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Agree Schedule of Planning |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Complete Audit |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Poster / Leaflet Design Confirmed |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Viral Marketing Begins |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Marketing Events Begin |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Ticket Design Agreed |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Box Office Rota Drawn Up |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Initial Set Design Agreed with Director and Drawn Up |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Initial Props List drawn up and agreed with the director |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Initial Costume List drawn up and agreed with the director |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Charity Information agreed and presented |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Agree Budget |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Poster / Leaflets / Tickets produced |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Press Release written and passed to V.M. to post off |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Photos of Cast In rehearsal taken for documentation |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| List of VIPs to invite is made and letter drafted |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Set Build begins / agreement where set is being hired from |  |  |  |  |  |  |  |  |  |  | Where |  | | | Begins | |  |  |
| Props collection begins |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Sound Effects construction begins and agreement where sound equipment hire from |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Costume collection begins |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Gala Night organised and agreed |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Raffle collection begins |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Programme collation begins and cast head shots are taken |  |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| The book is constructed and begun | | |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Initial lighting ideas have been discussed and agreed with the director | | |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Set agreed and finished | | |  |  |  |  |  |  |  |  | **Green = Everyone**  **Red = FOH**  **Blue = Marketing**  **Purple = Stage Manager/Props/Costume/Lighting & Sound/Set** |  | | |  | |  |  |
| Props all gathered | | |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Costumes all gathered | | |  |  |  |  |  |  |  |  |  |  | | |  | |  |  |
| Sound effect CD complete | | |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |
| Gala Night organisation complete and raffle full | | |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |
| Get In Team Agreed | | |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |
| Final staffing for the production agreed | | |  |  |  |  |  |  |  |  |  |  | |  | |  | |  |
| Programme Complete | | |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |
| Front of House display up | | |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |
| New Production Schedule for get in onwards agreed | | |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |
| Front of house schedule agreed | | |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |
| Get Out Team Agreed | | |  |  |  |  |  |  |  |  |  |  |  | | |  | |  |

A production schedule is so important at the planning and delivery stages so that we can make sure that each job has been started with enough time left for improvement before its deadline and so that each job/delivery is on time as each job/delivery is crucial for the production. I am most concerned about the set design delivery as this is something that has to be set up in time for the show and another reason for my concern is that I and one other person have applied for the position and it is likely I will get the job I’ve applied for so there’s a lot of pressure on that role to get the set delivered on time. I wouldn’t change this schedule at all but I may change my mind as the unit progresses if some jobs are looking like they’ll be done after the deadline – hopefully this shouldn’t happen.

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