

Show Lifecycle Checklist

| Task | Who | Due date | √ |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------|---|
| Confirm Play Choose Director, Producer, Tech Director | Creative Director SMCT Board | <i>(2 years before shows)</i> | |
| Choose script/finish writing play Create overall vision, character/costume analysis | Director | <i>(18 months before shows)</i> | |
| Make budget and submit to SMCT Board | Director & Producer | | |
| Assemble key production team members Share overall vision | Director & Producer | <i>(1 year before shows)</i> | |
| Set design proposal | Set designer | | |
| Costume design proposal | Costume designer | | |
| Schedule key dates | | | |
| Set ticket prices | | | |
| Secure building(s) for auditions, rehearsals, performances | | | |
| Review technical issues Light placement, microphone placement, prop/set storage | Director Set designer Tech director Stage manager | | |
| Create audition publicity kit | PR/Publicity team | <i>(8 weeks before auditions)</i> | |
| Create audition material | Director | <i>(4 weeks before auditions)</i> | |
| Publicize auditions (web, facebook, ads, flyers) | PR/Publicity team | <i>(4 weeks before auditions)</i> | |
| Input rehearsal/performance dates in calendar | Producer & PR/web team | | |
| Choose audition team / helpers | Director | <i>(2 weeks before auditions)</i> | |
| Purchase scripts | Creative Director | <i>(2 weeks before auditions)</i> | |
| Select Stage Manager + Music Director | | <i>(2 weeks before auditions)</i> | |
| Hold auditions | Director | | |
| Choose cast | Director | <i>(1 week after auditions)</i> | |
| Fill in production teams | Director | <i>(1 week after auditions)</i> | |
| Report auditions and seek additional help needed | PR/web team | | |
| Rehearsal schedule/Director's assignments Develop act/scene/beat blocking charts and share with production team | | <i>(2 weeks before rehearsal)</i> | |
| Begin rehearsals: Share overall vision with cast Do character analysis with actors Blocking acts/scenes/beats | | <i>(first week of rehearsal)</i> | |

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|---------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------|--|
| Production meeting to finalize teams and share responsibilities | Producer | <i>(first week of rehearsal)</i> | |
| Select concessions manager, box office manager, ad collector, playbill designer | | <i>(10 weeks before shows)</i> | |
| Begin Running Straight Scenes | Director | <i>(8 weeks before shows)</i> | |
| Collect bios, pictures | Producer | <i>(8 weeks before shows)</i> | |
| Playbill Writings | Director | <i>(8 weeks before shows)</i> | |
| Meet With Tech Team | | <i>(8 weeks before shows)</i> | |
| Collect playbill ads | Producer/Ad Manager | <i>(6 weeks before shows)</i> | |
| Schedule, invite to press night | | <i>(6 weeks before shows)</i> | |
| Publicize Play | PR/Publicity team | <i>(4 weeks before shows)</i> | |
| Begin Running Straight Through | | <i>(4 weeks before shows)</i> | |
| Review scene transitions (set changes, costume changes) | Director Stage Manager Costume Designer | <i>(4 weeks before shows)</i> | |
| All props secured | | <i>(4 weeks before shows)</i> | |
| Costumes ready | | <i>(4 weeks before shows)</i> | |
| Assemble hospitality team worker bees | | <i>(3 weeks before shows)</i> | |
| Assemble concession team worker bees | | <i>(3 weeks before shows)</i> | |
| Press Night | PR/Director | <i>(3 weeks before shows)</i> | |
| Open box office | Web team, Phone team | <i>(3 weeks before shows)</i> | |
| Tech review Tech team should review cues, other issues. | Tech director Sound/light team | <i>(3 weeks before shows)</i> | |
| Flyers/street signs | PR/Publicity team | <i>(2 weeks before shows)</i> | |
| All sets ready | Set manager | <i>(2 weeks before shows)</i> | |
| Prepare Opening Speech | Director/Producer | <i>(1 week before shows)</i> | |
| Concessions Prep | | <i>(1 week before shows)</i> | |
| Final Press Push | | <i>(1 week before shows)</i> | |
| Tech Week | | <i>(1 week before shows)</i> | |
| Full/Dress Rehearsals | | <i>(1 week before shows)</i> | |
| Performances | | | |
| Clean-up/organize barn | | <i>(1 week after shows)</i> | |
| Cast Party | | <i>(1 week after shows)</i> | |
| Prepare Lessons Learned/Best Practice | Director Creative Director | <i>(1 week after shows)</i> | |
| Update web page, photos | PR/web team | <i>(4 weeks after shows)</i> | |

Lifecycle Descriptions

Teams

Key production team members

- Director
- Producer
- Stage manager
- Technical Director(s) (lights/sound/costumes/sets)
- Costume Designer
- Set Designer

Full production team (in addition to key members)

- Backstage assistants
- Concessions manager & assistants
- Box office manager & assistants
- Makeup manager + helpers
- Light manager
- Sound manager
- Set/prop manager
- Set /prop builders/buyers
- Costume manager
- Costume makers/buyers
- Playbill manager
- Ad manager

Concession team

- Concessions Manager
- Worker bees (#)

Hospitality team

- Box office manager
- Ticket sales
- Ushers

Role Description

Director

Need 3-3 line description for each, including length of involvement.

Producer

Technical Director

Set Designer

Set/prop manager

Set /prop builders/buyers

Costume Designer

Costume manager

Costume makers/buyers

Light manager

Sound manager

Stage manager

Makeup manager + helpers

Backstage assistants

Playbill manager

- Design playbill and prep for printing

Ad manager

- Collect ads and payments for this play.
- Coordinate with SMCT ad manager (TBD) for season ads, etc.

Box office manager & assistants

Ticket sales

Concessions manager & assistants

Ushers

Worker bees (#)

Stuff

Audition material

- Character descriptions
- Audition scripts
- Character Choice Description List
- Character Identifying Portions to Read
- Other Essential Dialogues/Scenes

Audition publicity kit

- Show artwork (not clip art or unauthorized art)
- Description paragraph (show + audition process)
- Audition dates/times/location
- Rehearsal dates (estimated)
- Performance dates
- Roles list and description
- Help needed
- Audition scripts (if posted online)
- Audio message for phone

Performance publicity kit

- Show artwork
- Description paragraph (basic plot (if unknown), how this production differs from others)
- Tagline (short and to the point)
- Performance dates/times/location
- Audio message for phone