

SCE Production Cheat Sheet

What	When	Scheduler	Who	Description
Script order & SM name due	(end of prior semester)	Prod. Mgr.	Producer	Producer sends SM name, preferred script edition & quantity needed, so PM can orders& enroll SMs.
Top-of-Sem SCE Meeting	First week of the semester	Dept. Chair / Prod. Mgr.	1-2 Faculty Producer, SM	Explanation of production protocols, including scheduling, budgets, rehearsal policies, reports, etc.
TD Check-In Meeting	during 1 st two weeks of class	TD / Producer	Producer Director TD/ATD	Informal check-in to discuss production logistics, available materials, Big List, etc.
Drama Draft	weekend after 1 st week of classes	Producers	Producer Director SM, to facilitate	Each semester's producers organize, publicize, and run their own Draft—including scheduling spaces, choosing sides, creating & distributing posters, and planning callbacks. A faculty member ("the commissioner") will attend the final casting session.
Contact Sheets due	6pm on the Tuesday after Drama Draft	---	---	Producer must send <i>complete</i> contact sheet to Prof. Eckelman; list all confirmed company members, including SMs, designers, cast, & crew
Production Orientation Workshops	Saturday after 2 nd week of classes	Production Manager	Designers Producers (SMs encouraged)	Basic orientation to systems and procedures for scenery, costumes, props, lighting, & sound.
First Rehearsal	6 weeks before Load-In	Producer / SM	Producer Cast Creative Team (Director, Designers, Dramaturg, Coaches, AD, SMs)	6 weeks of rehearsal does not include Fall Break, Thanksgiving, Spring Break, or other official college closures; see Production Calendar for dates; SM should send a rehearsal report after every rehearsal.
Design Concept Meeting	1-3 weeks before Design Presentation	Producer	Prof. Eckelman Producer Director Designers	Informal discussion of design approach; intended to help creative team articulate & clarify ideas, solve problems, and prepare for 1-Month Design Presentation.
TD Design Meeting	At least one week before Design Presentation	Producer	TD/ATD Producer Director Scenic Designer	Informal discussion of scenic design, including furniture & building needs.
1-Month Design Presentation	4 weeks before Opening	Production Manager	All Faculty & TD/ATD Producer Director (Creative Team invited)	Presentation of all production design aspects. A scale groundplan is required. Other design materials (sketches, research, sound clips, etc.) are strongly encouraged.
Invited Run-Through	2-3 weeks before Opening	Producer sends 2-4 options; faculty chooses	1 Faculty Member Producer Director SM Cast	Aim for 2 nd -4 th run-through (not 1 st); Actors must be off-book; Discussion afterwards w/faculty & director; No later than Wednesday before Load-In
Poster ideas to Graphic Designer	2-3 weeks before Opening	Graphic Designer	Producer	Producer sends ideas & images, collaborates on design. Once a solid draft is ready, faculty gives feedback until final version is approved.

What	When	Scheduler	Who	Description
Work Calls	week before Load-In (or earlier)	Producer, in consultation w/ TD & PM	Producer / SM Director / Set Designer THE400	Producer coordinates schedule w/TD & PM; Producer must take attendance for each day.
Pickup Prop Cabinet Keys	during week before Load-In	---	---	Director, SM, ASM, & Props Master may each sign out a key from the Production Manager
Program Materials due to Graphic Designer	1 week before Opening	Graphic Designer	Producer	Producer sends company list (with class years), director's note & headshot, performance rights language, setting, run time, etc. Faculty gives feedback until final version is approved.
Load-In	Sunday before Opening 9am-11pm	Producer w/ TD	Full Company Majors, minors, & friends	Coffee & doughnuts encouraged; Producer must take attendance.
Profs' Night	Run-Through 5pm, Monday before Opening	Production Manager	2-3 Faculty Full Company	Full run in theatre with all design elements; Producer announces anything missing or incomplete; house lights @ 10%.
	Discussion immediately afterwards		2-3 Faculty Producer Director	Discussion of run-through; faculty provides snacks.
Final Rehearsal	Thursday before Opening	Producer	Full Company	This rehearsal is closed unless otherwise announced. The Producer is responsible for making any & all invitations. Photographs will be taken.
Performances	Fri & Sat at 7:30pm	---	Full Company Open Audience	SM should send report after each performance.
Strike	immediately after final performance	TD	Full Company THE400	All scenery disassembled; furniture, costumes, & props returned; lighting & sound systems restored; floor swept & repainted (as needed); Producer must take attendance.
Production Wrap-Up	during week after closing	Producer	Eckelman Producer	Review of items due: prop cabinet lock & keys; typed final budget & receipts (template on website), attendance from work calls, load-in, strike. (If possible, submit materials electronically.)
Post-Mortem	1 week after Opening	Production Manager	3-4 Faculty Producer	Formal discussion of production, including process & product; student must provide food (hot breakfast is encouraged)
Full Thesis Draft due	2 weeks after Post-Mortem	---	---	Producer sends full draft to faculty reader.
Final Thesis due	last day of Spring classes	---	---	Once thesis has been approved, student sends final version to faculty reader, Dept Chair, and Library (SCE@washcoll.edu)