



Lifeline Theatre
Production Department

VARIATIONS TO THE GUIDELINES BELOW: the production team of a show may request variation from the production guidelines to accommodate particular circumstances. Please make sure your whole production team is in agreement about the need for a change before a variation is requested.

MainStage Series: Dates, Deadlines and Definitions

12 WEEKS PRIOR TO MEET & GREET:

First Production Meeting: Big Ideas!

WHO: Full production team welcome but essential participants include: Director, Adaptor, Composer (when applicable), Lighting Designer, Sound Designer, Costume Designer, Scenic Designer, Props Designer, Puppet/Mask Designers/Fight Designer (when applicable) Stage Manager and Production Manager.

WHAT: The agenda of this initial meeting is ideation (not execution). It is intended to allow the Director and core group of Designers to create a vocabulary, establish the world of the play and begin to talk about design ideas without being tethered by the more pragmatic restrictions. Director presents concepts and “broad strokes” ideas of the play to the design team and gives them some thoughts to react to. Ideally, this meeting gives Designers a jumping off point from which to begin their research and initial design ideas

11 WEEKS to 8 WEEKS PRIOR TO MEET & GREET:

Individual Meetings (These are encouraged to happen throughout this period)

WHEN: Between First Production Meeting and Second Production Meeting

WHO: Director and above listed core of Designers

WHAT: These meetings are for the Director to meet one-on-one with each Designer (via phone, email, or in person) to update on thoughts relating to specific departments and flesh out more ideas therein.

8 WEEKS PRIOR TO MEET & GREET:

Second Production Meeting

WHO: Full Production Team welcome but essential participants as above. Assistants, Technical Director, Master Electrician, Dialect Coach (when applicable) may not yet be required.

WHAT:

-Director introduces the full team to the show and to the world now more fleshed out.

- ALL DESIGNERS will bring any research and examples of direction work is heading to share with the group.
- Production Manager will put Scenic Designer in touch with TD to discuss space, shop, inventory, etc.
- Production Manager will put Lighting Designer in touch with ME to discuss grid, dimmer system, board, inventory, etc.
- Production Manager will put Costume Designer and Prop Designer in touch with Operations Manager to be shown Costume & Prop Storage, respectively and discuss stock usage options.
- Production Manager will provide Sound Designer with access to booth and equipment inventory
- Costume Designer provides initial costume plot (which may be an evolving document as the script changes, doubling evolves).

4 WEEKS PRIOR TO MEET & GREET:

Third Production Meeting

WHO: Full Production Team

WHAT:

- Director updates team about direction show is heading. Any new revelations discussed with individual designers are revealed to full group.
 - Scenic Designer provides PRELIMINARY SCENIC DESIGNS, presenting materials agreed upon with the director and PM, which may include SKETCHES and/or RENDERINGS and/or WHITE MODEL.
 - Costume Designer provides COMPREHENSIVE RESEARCH & INITIAL SKETCHES
 - Lighting Designer provides RESEARCH depicting desires, color, tone, intensity, etc.
 - Sound Designer provides AUDIO SAMPLES of ideas being worked on. In conjunction with Composer (when applicable) provides updated musical tracks being worked on.
 - Props designer provides initial props list, which may evolve during rehearsal process.
 - **Agreement secured regarding material to be presented at the upcoming Designer Rehearsal Presentation/Fourth Production meeting (6 weeks prior to opening).**
- Production team should discuss needs and director rehearsal schedule to determine what will be presented, insuring that designers (particularly the light designer who must produce a plot based on the presentation) gain the information needed to move the design process forward and meet design deadlines.**

3 WEEKS PRIOR TO MEET & GREET:

Scenic Price-Out Due

WHO: Technical Director & Scenic Designer (Production Manager & Director when necessary)

WHAT:

- Technical Director Provides INITIAL PRICE OUT OF SCENIC DESIGN to Scenic Designer & Production Manager
- As necessary, negotiations occur to get desired Scenic Design within allotted budget, keeping Director abreast of necessary compromises

I WEEK PRIOR TO MEET & GREET:

Final Scenic Design Due

WHO: Scenic Designer

WHAT:

-Scenic Designer provides Technical Director and Theatre with HARD COPIES OF SCENIC PLANS & ELEVATIONS and provides remainder of design team with DIGITAL COPIES (via email, DropBox, etc.)

8 WEEKS PRIOR TO OPENING:

Meet & Greet

WHO: Full Cast & Production Team; Ensemble and Staff are also invited

WHAT:

- Director introduces everyone to the world of the play
- Adaptor speaks about story, script (as desired)
- Composer speaks about score (as applicable)
- Scenic Designer provides materials as agreed with Director and Production Manager to convey the design in an informative/digestible manner, which may include COLOR RENDERINGS and/or FULL COLOR MODEL. GROUNDPLAN & ELEVATIONS should be provided to the Stage Manager by the first week of rehearsal.
- Costume Designer provides visuals as agreed with Director and Production manager, which may include RESEARCH / SKETCHES / SWATCHES / COLOR RENDERINGS. INITIAL MEASUREMENTS are taken (as necessary)
- Lighting Designer provides RESEARCH IMAGES of color, tone, intensity, etc.
- Sound Designer provides AUDIO SAMPLES, whether specific effects or general tones and ideas
- Full Cast gives first read [sing] through of script

6 WEEKS PRIOR TO OPENING:

Designer Rehearsal Presentation/Fourth Production Meeting

WHO: Full Cast & Production Team.

WHAT:

-A rehearsal presentation to the design team. Presentations (based on agreement amongst the production team) might be a single-act run with a few scenes from act two -- or it might be just key moments of the play that are of most interest to the design team. What the designers need to see and what the director is able to present for this deadline should be settled by the previous (3rd) production meeting, before rehearsals begin so that everyone has the same expectations.

-Production Meeting following either immediately post-run or within a couple days of it, to discuss concerns from Run prior to Scenic and Light Load-In

Costume designer provides any functional rehearsal costumes

(skirts/capes/shoes/jackets/corsets) as needed based on conversations with director, but a guideline of six weeks before opening.

Props designer provides rehearsal props as needed based on conversations with director, but a guideline of five-six weeks before opening.

5 WEEKS PRIOR TO OPENING:

Ensemble run

WHO: Cast, director, adaptor and Lifeline artistic ensemble

WHAT: First rehearsal presentation or run thru for the artistic ensemble, with feedback to director and adaptor.

- Ensemble run opportunities should begin 4-5 weeks prior to opening, after the Designer Rehearsal Presentation. The first ensemble run (like the Designer Rehearsal Presentation) might be a partial run. All ensemble runs should be scheduled separately from designer runs to ensure that production team and ensemble both have access to team leaders on their (separate) run days.

Light Plot Due

WHO: Lighting Designer, Master Electrician

WHAT:

-Lighting Designer provides Master Electrician and Theatre with HARD COPIES OF LIGHT PLOT and provides remainder of design team with DIGITAL COPIES (via email, DropBox, etc.)

4-1/2 WEEKS (approx.) PRIOR TO OPENING (4-5 days after Light Plot Due; 2-3 days prior to Light Load-In)

Lighting Price-Out Due

WHO: Master Electrician

WHAT:

- Master Electrician Provides FINAL PRICE OUT OF LIGHTING DESIGN to Lighting Designer & Production Manager

4 WEEKS (approx.) PRIOR TO OPENING

- Light Load-in
- Rehearsals move on to the stage
- All scenic elements used by actors have been installed. Painting and finish work may be in process.

3-1/2 WEEKS (approx.) PRIOR TO OPENING

Light Focus

WHO: Lighting Designer, Master Electrician

All scenic elements installed and painted the right colors for focus.

3 WEEKS PRIOR TO OPENING

Paper Tech

WHO: Stage Manager, Lighting Designer, Sound Designer, Director

WHEN: In the week before Tech begins

WHAT: Team above talks thru show, calling questions are resolved. Stage manager enters light and sound cues in the SM book.

Dry Tech

WHO: Director, Stage Manager, Lighting Designer, Sound Designer. Any other specialist as needed (projections, puppets, scenic possible)

WHEN: Wed or Thurs before Tech begins

WHAT: Dry tech is tech without actors. At Lifeline, we have two versions of dry tech. Each production can decide what serves their needs best: version 1, version 2 or a combination of both.

☐ Dry Tech Version 1: Lighting shows the director multiple looks for the director to respond to. Sound plays all major themes that will be used in the production for the director to respond to.

☐ Dry Tech Version 2: A cue to cue of major transitional/tech heavy moments. (i.e: fire sequences, tops and bottoms of acts, major battle scenes).

Sound Designer will have all speakers (including practicals) in position, will have checked out all software and hardware and will have ringed out the space by Dry Tech.

Projections (if applicable) will have set up all equipment and focused by Dry Tech.

2-1/2 WEEKS PRIOR TO OPENING

MainStage Tech

Friday-Saturday-Sunday tech (with Monday off) are the norm at Lifeline, with dress techs beginning on Tuesday.

- Costumes come in at First Dress (usually on the Tuesday of tech week). If agreeable to all parties, a partial dress may take place in the second half of Sunday's tech – or costumes may also be introduced earlier in tech.

- Final Props are due by Tech.

6 DAYS (Tuesday) BEFORE OPENING

Promotional press photos and video shoot on set. The production team should be aware of this photo deadline so every department feels ready for this.

4 DAYS (Thursday) BEFORE OPENING

Documentation/archival photos are taken during the Thursday run prior to last preview weekend.