Draft Technical Director timeline

Three weeks prior to auditions:

Technical director and production team meet to discuss technical needs of the show. Ideally, the team and technical director conduct a scene by scene review of the show to identify all needs:

* Set design
* Lighting
* Props (including props needed for the rehearsal process)
* Sound
* Special needs (including technology and special effects)

The work product of this meeting will be and document identifying needs for a successful production, assigning key tasks and responsibilities. Both the Technical Director and the Director will sign off on this report. The document will be kept at the theater and the office.

Two weeks prior to auditions

Technical Director and Director will meet to review and refine draft set design.

One week prior to auditions

Final set design approved.

Acquire any props needed for the rehearsal process, as identified in the production team meeting referenced above.

By auditions

A scale rendering of the set for the director. (Technical director will be using 3D software to design sets, so there are several options for output depending on the nature of the set and the needs of the director).

First read-through

Production Team is responsible for taping out the set area on the rehearsal space.

Technical Director may attend read-through as determined by the production’s needs and Technical Director’s availability.

Four weeks before opening

Technical Director attends run though.

Technical Director and Production Team meet to review status, ensure that all props, furniture and set dressing items have been gathered.

Technical Director will provide a construction timeline for the first week in the theater so that the Production Team will know what elements will be in place for each rehearsal.

Saturday before strike of the previous show

Technical Director, Audio Chair, Video Chair (if applicable), sound designer, light booth operator and sound operator, Stage Manager and Director meet to conduct a “paper tech.” Marking scripts for all light and sound cues. This will ensure that adequate time is planned for light hang and programming cues.

First day on the set

Technical Director will conduct a safety walkthrough of the set with the entire cast and crew prior to rehearsal.

Tech weekend

Technical Director will have a functional set at a status that allows for all technical elements to be rehearsed. The Technical Director will be responsible for the management of all elements of technical preparation and rehearsals, including Light Hang, Light Cue Programming, and Cue-to-Cue Technical Rehearsal. This time is set aside to ensure proper set-up, programming, and operation of technical aspects of production and will be the primary focus of the weekend. **These duties may be shared with the Lighting Designer if different from the Technical Director.**

Sound designer will have sound cues ready for cue-to-cue. This will include all sound files installed on the sound computers and cue-list programmed and ready to go by the scheduled start time.

The timeline for this weekend shall be as follows:

**Friday evening:** Light Hang.

**Saturday Morning:** Cast Work Party. Crew needs will be shared by the Technical Director in advance of this date. Cast members may be expected to perform other tasks for the theater unrelated to set construction.

**Saturday Evening:** Light Cue Programming

**Sunday Morning/Afternoon:** Cue-to-Cue Rehearsal

**Sunday Evening:** artistic rehearsal, at Director discretion

Second week in theater

Technical Director will complete detail work on the set (textures, finish work, finalizing practical elements), and evaluate and adjust technical elements as necessary (finetuning).

Technical Director will attend a rehearsal during this week.

**Photo Day**

The Technical Director will provide a set that is photo-ready by the Monday before opening. This entails a set that is cosmetically complete enough for the photos to for marketing materials. This does not necessarily mean 100% complete.

**Third week in theater (Week of Opening)**

The Technical Director will work under a soft deadline to complete the set in advance of Community Service Night, the Wednesday prior to Opening Night. The hard deadline for completion will be no later than 2:00 pm on the day of Opening Night.