

Lab Series Timetable

Before First Rehearsal:

1. Rights obtained via James Scales.
2. \$100 Check to Martin Beekman.
3. Signed Declaration from all production members to Student Producer.
4. Ground Plan to Shawn Paul (TD) (this will probably change so all updates need to go to Shawn Paul (TD) as they occur).
5. Obtain keys from Shawn Paul (TD).

After First Rehearsal (As soon as possible):

1. Contact sheet for production (should include Student Producer, Faculty Coordinator, TD, and Dept. Phone numbers in addition to production members) to Student Producer.
2. Rehearsal Schedule to Student Producer.

Other things that need to get done:

1. Meet with Student Producer one to two weeks before tech to schedule rehearsals. If there are two shows on the same date BOTH directors, SMS, Organizers and Student Producer must meet together.
2. A detailed rehearsal schedule of the last week before tech must be given to the Faculty Coordinator and Student Producer so the show can be viewed by both for time, etc. The Faculty Coordinator MUST see a rehearsal in this week before tech.
3. Keep in mind programs and publicity. Organizers are responsible for this!
4. Budgets. Make one so you stay on track. All expenses need to have receipts to get reimbursed by Business Managers.