

Sample Deadline Template

Opening Night (Correct based on Friday opening)	Friday, April 15, 2005	± 0	
Final Dress	Thursday, April 14, 2005	-1	
Dress 3	Wednesday, April 13, 2005	-2	
Dress 2	Tuesday, April 12, 2005	-3	
DARK	Monday, April 11, 2005	-4	
10 out of 12 #2 day / COSTUME Dress 1 eve	Sunday, April 10, 2005	-5	
10 out of 12 #1	Saturday, April 09, 2005	-6	
LIGHTS/ SOUND/ PROPS/ SCENERY Dry Tech / Cast day off	Friday, April 08, 2005	-7	
LIGHTS Level Set / cues to SM day / Cast onstage eve	Thursday, April 07, 2005	-8	-9 -10
LIGHTS Focus day / Cast onstage eve	Wednesday, April 06, 2005	-9	-11
LIGHTS Focus day / Cast onstage eve	Tuesday, April 05, 2005	-10	
SCENERY Set Work / Production Meeting	Monday, April 04, 2005	-11	
DARK	Sunday, April 03, 2005	-12	
SCENERY Paint Notes/Touch-up, SOUND Final music/effects cues/Cues to SM, PROPS cut-off for new props, Cast onstage p.m.	Saturday, April 02, 2005	-13	
SCENERY Set Load in	Friday, April 01, 2005	-14	
SCENERY Set Load in	Thursday, March 31, 2005	-15	
LIGHTS Hang/Circuit, SCENERY Set Load in	Wednesday, March 30, 2005	-16	
LIGHTS Hang/Circuit, SOUND Plot Equipment list/Director approval of music/effects cues	Tuesday, March 29, 2005	-17	
Production Meeting	Monday, March 28, 2005	-18	
LIGHTS Final Plot Due, SOUND Final recording schedule and music samples	Tuesday, March 22, 2005	-24	
Production Meeting	Monday, March 21, 2005	-25	

Designers see rehearsal by this date	Friday, March 18, 2005	-28
SCENERY Paint Elevations/digital images due		
LIGHTS Train Operator, SOUND Train Operator	Wednesday, March 16, 2005	-30
COSTUMES Final Sketches Due / Prod. Mtg.	Monday, March 14, 2005	-32
SOUND Approved cue list, music to director for approval	Friday, March 11, 2005	-35
SCENERY TD drawings complete	Thursday, March 10, 2005	-36
COSTUMES ReDo Sketches Due / Prod. Mtg.	Monday, March 07, 2005	-39
Rehearsals Begin, PROPS rehearsal props to SM LIGHTS Preliminary Plot Due	Friday, March 04, 2005	-42
SCENERY Final Drawings to shop, scenery and set dressing, incl. color sketches or model, complete plans, section	Friday, March 04, 2005	-42
COSTUMES 1st Design Presentation PROPS preliminary prop List approved SCENERY Final design/model presentation SOUND Design Concept Presentation, including preliminary cue list LIGHTS Design Presentation, including preliminary cue scenario	Monday, February 28, 2005	-46
SCENERY Meet to modify drawings per TD cost-out	Monday, February 21, 2005	-53
SCENERY TD cost-out from prelim. designs,	Monday, February 14, 2005	-60
SCENERY/ COSTUMES/ LIGHTS/ SOUND/ PROPS 3rd Design meeting: SCENERY Preliminary design presentation, COSTUMES research presentation, LIGHTS/SOUND/PROPS design concept presentation	Monday, February 07, 2005	-67
Individual Director/Designer Meetings in interim	Monday, January 31, 2005	-74
SCENERY/ COSTUMES/ LIGHTS/ SOUND/ PROPS 2nd Design meeting	Monday, January 24, 2005	-81
Individual Director/Designer Meetings in interim	Monday, January 17, 2005	-88
SCENERY/ COSTUMES/ LIGHTS/ SOUND/ PROPS 1st Director Concept/POV meeting	Monday, January 10, 2005	-95