

SIMPLE TIMELINE WORKSHEET

Secure rights of **PLAY/INTELLECTUAL PROPERTY** or have play ready to produce:

Secure (get commitments from them) **Director** or **SPECIAL LEAD ACTOR** for show/play:

THREE MONTHS IN ADVANCE

SECURE VENUE - Hire Director, Hire Stage Manager, and interview designers and get commitment from them, Get all your team ASAP if possible

Secure Venue for auditions and rehearsals - Set up Eventbrite/Ticket sales
Casting Notice gets sent out to casting networks or on FB.

Two Months before show, at very latest, do **CASTING & GET A CAST**.

6 Weeks before have a meeting with all designers and Crew

5-6 Weeks before send out all publicity at the very latest, start rehearsals - Have all your team at first day of rehearsal so everyone meets and everyone knows they are a team.

4 weeks before (at the latest) do marketing and outreach to special groups who can buy out the house or bring in big groups - Print flyers/banner by now at the very latest.

2-3 weeks before opening have a "Stumble through for all designers to see show, get all the bios and photos to create your program. Sell Ads to pay for program.

1-2 weeks before - get your set designer to build set on stage if possible otherwise he/she is building it in his garage or other location and will bring it into the theater.

1 week before opening - have all the elements ready. If Props and costumes and set are not ready, it will stress out actors, so try to have all the elements ready so all actors have to do is work on their acting knowing that they don't have to worry about anything else but their lines and acting.

TECH WEEK - Give actors a day off on a Monday before show opens. Tuesday have tech rehearsal run through, then Wednesday have a costume rehearsal, then Thursday have a free preview if show still needs work, or a pay what you can preview if it's almost there, or a paid discounted preview if the show is ready.

Print mock program two days before and check for errors. Print all programs after.

OPENING NIGHT have an opening night party or at least pay for appetizers for actors & crew at a restaurant - but do something special for actors and crew.