

## SAMPLE TECH TIMELINE

At my institution (a small, two-person university program), I distribute a production schedule for the entire season. For each show, I give the following dates: 1st Design Meeting, Preliminary Designs Due, Final Designs Due, Preliminary Props List, Preliminary Sound List, Final Props List, Final Sound List, Run Through For Designers, Show Props in Rehearsal, Actors on Stage, Dry Tech, Wet Tech, Dress, Open. On the page attached, I then explain what each of these things are and who is responsible for what at each. Prior to my intervention, major props were being added at the last minute, important sound was being added the night before opening, etc. I also present it as a tentative schedule subject to discussion and/or change. I don't dictate anything. I am just making strong suggestions. Before I started doing this, as the scene designer, lighting designer, sound designer, TD, I was going nuts with the changes. Now, everybody knows what happens and when it happens.