

Below is an outline of important items to address within a production and suggested dates of completion; each team can adapt the schedule to their production's needs. It is suggested to ensure deadlines are communicated for all items.

PRE – AUDITIONS	
Post Audition Notice	The Administrator and the Artistic Director will assist in getting this out at the appropriate time.
Preliminary Design Meeting – Discuss Director's Concept With All Designers in Place	Before auditions, as soon as you have most positions filled.
ELEVEN WEEKS BEFORE OPENING	
Auditions	
TEN WEEKS BEFORE OPENING NIGHT	
Confirm or Determine Budgets, Departmental Responsibilities, Deadlines, and Technical Week Schedule	
All Major Design Positions Filled	
Call-Backs	
NINE WEEKS BEFORE OPENING NIGHT	
Begin Rehearsals	
EIGHT WEEKS BEFORE OPENING NIGHT	
All Rehearsal Props and Costumes Collected	
SEVEN WEEKS BEFORE OPENING NIGHT	
Completed List of All Production Requirements for Set, Costumes, Lights, Sound, and Props Given to Each Designer	
SIX WEEKS BEFORE OPENING NIGHT	
Complete Costume Design Submitted to the Director for Approval	
Complete Set Design Submitted to the Director for Approval	
Confirm Construction Plan and Schedule	
FIVE WEEKS BEFORE OPENING	
Costume Construction Begins	
Set Construction Begins	
Move into Walterdale	
Walk Through Walterdale with the Building Director	
Complete Sound Design Submitted to the Director for Approval	
Complete Lighting Design Submitted to the Director for Approval	
FOUR WEEKS BEFORE OPENING	
Organize Transportation of Rentals for Set, Props, Lighting, and/or Sound	

All Crew Members Should Be Found	
THREE WEEKS BEFORE OPENING	
Off-Book	Wednesday 3 weeks before Opening Night
Props Complete	Saturday or Sunday 3 weeks before Opening Night
Set Complete	Saturday or Sunday 3 weeks before Opening Night
TWO WEEKS BEFORE OPENING	
Paint Complete	Saturday or Sunday 2 weeks before Opening Night
Lighting Hang and Focus Complete	Saturday or Sunday 2 weeks before Opening Night
Sound Design Complete	Before Technical Week
Technical Week	A week-and-a-half before Director's Preview
Cueing and Level Sets	Monday 2 weeks before Opening Night
Cue-to-Cue without Actors	Tuesday 2 weeks before Opening Night
ONE WEEK BEFORE OPENING	
Media Call Night	Wednesday before Opening Night
Cue-to-Cue with Actors & Costume Parade	Wednesday before Opening Night
Contact FOH with Complimentary Tickets List and Performance Notes	Wednesday before Opening Night
Technical Run	Thursday before Opening Night
Technical Dress	Friday before Opening Night
Costumes Complete	Before Dress Rehearsal
Dress Rehearsal and Technical Clean	Either the Saturday or Sunday before Opening Night
Director's Preview	Monday before Opening Night
Alberta Society of Artists in the Lobby Preview	Tuesday before Opening Night
OPENING NIGHT	
Opening Night Gala	1 st Wednesday of the run
Archival Photo Shoot	Usually First Friday or Sunday Matinee
Strike	After the Closing Night performance
All Receipts in to the Production Manager	At Strike
POST-SHOW	
Return all Borrowed Set, Costumes, and Props	ASAP from Closing Night
Post-Mortem	ASAP from Closing Night
Costumes in Need of Dry Cleaning to Todd Cleaners	Delivered to Todd Cleaners ASAP from Closing Night; Picked up and returned later in the week.
Return of Production Manager Binder with Completed Production Financials	No later than 15 Days after Closing Night