

PRODUCTION POLICY

Memo No. 1

Revised September, 2011

PRODUCTION DEADLINES

The Scene Shop Manager and Costume Shop Supervisor, working with the General Manager for Production, will allocate time and schedule construction dates in their respective shops for all School of Drama productions for the academic year. The considerations for this process will be the needs of the Design Program for projects for student designers; budget; visiting directors; production facility and a collective estimate of production needs and resources by the Design faculty. With the construction schedules as a basis, the following general schedule of deadlines shall govern all pre-, in-rehearsal, and immediate pre-tech director/designer production work. The General Manager sends letters with determined dates to designers and the director, see Attachment A.

The Technical Director referred to is the scene shop staff member assigned to be technical director for a particular show.

Faculty and Student Directors and Designers

1. As directors and designers determine the design, it will be presented in design studio class, and be shown and explained to appropriate faculty and staff to determine plausibility, possibility, and probability as early as possible before construction starts.
2. Designs will be adjusted or reworked as necessary and will be finalized during the following weeks.
3. Three weeks before construction begins the Set and Costume Designers will furnish the Technical Director or Costume Shop Supervisor with preliminary drawings, including major props and accessories. First design meetings between the director and all designers will be organized by the production office in a timely manner. It is advantageous for the group to meet as soon as assignments are announced, and in no case later than six weeks before preliminaries are due.
4. The Technical Director or Costume Shop Supervisor will use these drawings to make preliminary budget and labor estimates.
5. At this time there will be a budget meeting with the Designers, Technical Director and Costume Shop Supervisor, Faculty Advisor, and the General Manager for Production to determine if revisions or cuts will be necessary or if the design may proceed as is.
6. Two weeks before construction begins the Technical Director and Costume Shop Supervisor will be furnished with complete drawings.

7. The Technical Director's working drawings, final budget and labor estimates are due one week before construction begins.
8. The first production meeting will have the director and full design presentations.
9. Construction plans will be revised if necessary, cuts will be made if necessary, and the Technical Director, Designer, Assistants and/or Scenic Artist will meet to coordinate the production/painting schedule during the following week.
10. Set painting will be completed no later than the day before the first tech is scheduled.
11. The Property Master will be furnished a preliminary prop list by the Director/Stage Manager and the Designer and any Designer's drawings necessary 5 weeks before **first tech**. At the same time, an appropriate deadline will be set for final major changes to the prop list. Thereafter, minor changes are negotiated as dictated by the balance of need against the reality of time and money.
12. Costume Designer will complete bid process with the Costume Shop Manger and staff by the "design due" deadline. All pulling from stock, fabric purchasing and shop organization will be complete by "show in shop" deadline.
13. The Lighting Designer will furnish the Master Electrician and Electric Shop GSA with a completed light plot and a list of special needs one week prior to **load in**. The Stage Manager should provide the Master Electrician with a list of needed cue lights, equity lights, music stand lights, etc.
14. Weekly production meetings will begin one week prior to the first rehearsal and will continue until tech rehearsals begin.

First Built Production(s) of Autumn Quarter

The drawings for the first production(s) of Autumn Quarter will, of necessity, be due prior to the beginning of the quarter usually in late August or early September. If the Director has been identified prior to the end of the previous Spring Quarter, the Designers are strongly encouraged to begin discussions at that time, however the director is often not hired until the summer. If it is a Seattle director meetings can take place in person during the summer. When an out of town director is hired, contact the Production Office for information on the procedures for making telephone calls and faxing information to the director. The School of Drama cannot reimburse you for phone calls or mailing costs made outside the University system.

Visiting Directors

Every effort will be made to establish communication between the Director and Designers before the first visit of the Director in order to accomplish as much pre-planning as possible. If absolutely necessary the schedule can be compressed although it should be understood that this may require simplification of designs in order to meet load in and first tech deadlines.

PM8301/REV6-96

Production Policy Memo No. 1, First established prior to 1985
Subsequent Revisions, 11/83, 10/89, 10/95
Executive Committee Approval: 5/21/96, 9/16/11
Faculty Approval: 6/3/96, 9/20/11

PRODUCTION POLICY

Memo No. 1, Attachment A – sample letters to designer and director

Revised October, 2011

Dear :

Congratulations on being assigned as Scenic Designer for the UW School of Drama's production of **The Illusion**. As you know, you will be supplying the specifications and the visual representations for the design within the parameters of the budget, schedule, and the physical limitations of the theatre, staff and shop. This memo is an attempt to consolidate and distribute a bunch of production information to assist you in that endeavor.

Production Information

The Illusion by Tony Kushner

Theatre: Jones Playhouse

Director: Jane Doe janedoe@uw.edu

Scenic Designer:

Costume Designer:

Lighting Designer:

Sound Designer:

Technical Director: Alex Danilchik alex@uw.edu

Stage Manager: @u.washington.edu

More Specific Design Information

Scenery Budget **\$2500.00**

This includes all materials, paint, properties and over-hire monies for the production.

Any additional department monies will have to be requested in writing to the General Manager for Production.

Director Approval of Scenic Design Due: January 9, 2012

Design meetings have taken place with the director and a general scenic design has been approved by the director allowing for you to proceed with the preliminary design packet.

Meeting with Advisors and TD on January 12, 2012 – director/designers/advisors

Preliminary Designs Due to the Technical Director January 23, 2012

Must submit to the TD:

- A groundplan and scale white model or sketch with indications of finish, color and texture.
- Sketches of potential built furniture
- Specialty rigging, special effects, video or slides
- Unusual or special props

The more complete the preliminary packet is, the more accurate the TD of each production can be in estimating the cost in time and money for scenery, paint and properties. This estimate – if packet is complete – can usually be done within 5 days of the delivery of the preliminary designs and specifications. Revisions can then be discussed.

TD Estimating Period: January 26 to February 7, 2012 – the TD will use the preliminary design package to estimate the cost of the show both in materials and time/labor. Any items not included in the preliminary design cannot be guaranteed to be built.

Production Conference: February 3, 2012: Director and designers meet with heads of production areas for final budgetary – time and material – approvals.

Final Designs Due to the Technical Director February 14, 2012

Must submit-

- Groundplan and centerline section of the production in 1/2" scale. Include masking.

- Designer elevations for each unit in 1/2" scale.
- Any detail drawings in full scale if possible.
- Paint elevations in scale for each unit.
- Shift plot if necessary.
- Scale drawings of furniture and all special props to be built.
- Complete list of all furniture with sketches or photographs.

Scene Shop Schedule

- Build and paint is scheduled for February 29 to April 6, 2012.
- Focused scenic art time:
- Load-in April 9 to 13, typically in conjunction with the Electrics Hang and Focus.

Production Meetings: will be scheduled weekly beginning the week of March 5, 2012.

Show and Tell

- March 26; 4:30 – 6:00pm at the Penthouse

In concert with your fellow designers and the director, please be prepared to present concepts and visual representation of your design to a gathering of graduate students, faculty and staff.

Theatre Information: A groundplan and centerline section of the theatre may be found in the flat files located in the staff office or on the "H" drive in the computer lab in the shop, "AutoCAD Data" folder, "Jones Playhouse " subfolder. If you don't find what you are looking for or need additional information, just ask one of the shop staff.

If you have any questions about this information please speak to Alex Danilchik 206-543-5634 alex@uw.edu or Anne Stewart 206-543-0790 astewart@uw.edu. It is important that you meet your deadlines and are prepared with as complete a design as possible for the TD to bid. Please sign one of the copies of this letter below to indicate that you have read and understood this information and return to Anne at Box 353950.

No funds will be spent on the show prior to receiving signed letters from director and designers.

Thank you,

Anne Stewart
General Manager for Production _____

Alex Danilchik
Technical Director _____

Designer _____

Dear:

As the Director for the UW School of Drama's production of **The Illusion** it is important for you to have the following information. Attached are letters that were sent to your designers with deadline and budget information. In this letter you will find contact information as well as rehearsal dates and schedules.

Production Information

The Illusion by Tony Kushner

Theatre: Jones Playhouse

Director:

Scenic Designer:

Costume Designer:

Lighting Designer:

Sound Designer:

Technical Director: Alex Danilchik alexd@uw.edu

Stage Manager: @u.washington.edu

Director Approval of Scenic and Costume Design Due: January 9, 2012

Design meetings have taken place with the director and a general scenic design has been approved by the director allowing for you to proceed with the preliminary design packet.

Meeting with Advisors and TD on January 12, 2012 – director/designers/advisors

Production Conference: February 3, 2012: Director and designers meet with heads of production areas for final budgetary – time and material – approvals.

1st Rehearsal: March 5, 2012

You will begin rehearsals in Hutchinson Hall until the start of Spring Quarter when you are scheduled to move to the Jones Playhouse for the remaining rehearsal period unless there is a technical project – overhead rigging, painting the floor – that may need the space for a day or two
Attached is the rehearsal policy for the School of Drama.

1st Technical Rehearsal: April 16, 2012

Opening Night: April 27, 2012, 7:30pm

Production Meetings: will be scheduled weekly beginning the week of March 5, 2012.

Programs: We would like you to write a brief director's note for the program – 350 words – and provide 2 to 3 books as recommended reading.

Show and Tell

-March 26; 4:30 – 6:00pm at the Penthouse

In concert with your designers, please be prepared to present concepts and visual representation of your production to a gathering of graduate students, faculty and staff.

Crew Orientation: We would like to invite you to attend running crew orientation April 3 at 4:30pm in The Penthouse. And ask you to speak a few minutes on how important the crew can be to the success of your production and what they will learn.

If you have any questions about this information please speak to Anne Stewart 206-543-0790, Alex Danilchik 206-543-5634 or Josie Gardner 206-543-2102 or Jay McAleer 206-543-5634. Please sign one of the copies of this letter below to indicate that you have read and understood this information and return to Anne at Box 353950.

No funds will be spent on the show prior to receiving signed letters from director and designers.

Thank you,

Anne Stewart
General Manager for Production _____

Director _____