

**FUNTINGTON PLAYERS – PRODUCTION PLANNING PROFORMA**

Play: \_\_\_\_\_

Performance dates: \_\_\_\_\_

To use this proforma, insert your production dates and then work back to find the target dates for the various activities for your show. Of course there is nothing to stop you setting earlier target dates than indicated, but doing things later than shown carries some risk.

**Phase 1 – Pre-Production**

Target	Date	Action	Responsibility	Notes
At least 9 months before production		Choose play & obtain committee approval	Director	
		Confirm availability of performing rights	Secretary	
Prior to audition		Confirm rehearsal dates, Bolton Twill, get-in etc.	Director + Hall bookings secretary	Hall bookings made up to 2 years in advance
Dec for spring play, May/June for autumn play		Arrange audition. Publish outline of the play, cast needed etc. in the newsletter.	Director + Hall bookings secretary	Fix date in time to be published in previous play programme
ASAP after audition		Cast play and appoint production team	Director	
From audition date on		Director to attend committee meetings	Director	
1 month prior to rehearsal start		Prepare initial design for set, costumes etc. and hold 1 <sup>st</sup> production meeting	Director	Involve “resident” experts at design stage, especially RSM & lighting
		Issue rehearsal schedule	Director + Production Manager	
		Prepare budget and clear with treasurer & committee	Director + Production Manager	
		Once design clear, decide how many seats to be sold for each night & tell Box Office & Treasurer	Production Manager	Sometimes set will block view from extreme right front seat(s)
By rehearsal start date		Obtain & pay for performing rights & scripts	Secretary	