

## Phase 2 – Rehearsal Period

Key: D – Director, PM – Production Manger, Pu – Publicity Manager, SM – Stage Manager, BOM – Box Office Manager, Sec – Secretary,  
 HB – Hall bookings, NE – Newsletter Editor, RSM – Resident stage manager

## - must be ready by Bolton Twill Day

		Weeks to go											
		12	11	10	9	8	7	6	5	4	3	2	1
Date													
<b>Management</b>													
Production meeting to finalise design & approve expenditure on set, props, costumes etc. against budget	PM												
Production meeting to review progress and expenditure against budget, and to plan Bolton Twill day	PM												
Bolton Twill day – insert fliers in envelopes, technical checks & preparations, painting/twilling etc..	PM												
Production meeting to review progress and expenditure against budget	PM												
Final production meeting – plan get-in arrangements and timing of deliveries of set, furniture & props.	PM												
Draw up rota of backstage team for the run, ensuring enough props, scene change, make up people for each night.	PM												
Assemble team of willing helpers for get-in	PM, SM, RSM												
<b>Rehearsals</b>													
Rehearsals start	D												
Prepare book & record moves, position of furniture & props, scene changes etc.	SM												
Identify essential rehearsal props	SM												
Schedule attendance of production team at later rehearsals & run-throughs e.g. sound, props, stage manager.	SM												
Monitor running times where whole acts are run. Director should consider cuts if running too long.	SM												

