

FUNTINGTON PLAYERS – PRODUCTION PLANNING PROFORMA

Phase 3 – Get-in, Performance & Post-Production

Target	Date	Action	Responsibility	Notes
Pre-final rehearsal		Erect audience staging and move piano	RSM	Company call
Get-in day 1		Strip stage, lay carpet etc, most flats in place	Stage team + RSM	
Get-in day 2		Finish set build, lights rigged, sound ready, dressing room ready, CCTV ready	Stage team + lights + sound + RSM	
Get-in day 3		Final set dressing	Props	
		Technical rehearsal – focus on rehearsing light & sound cues, practising scene changes and cast familiarisation with set.	Stage Manager	Aim to start 2 or 2.30pm
		Clear bar area & store away tools & equipment	Stage team + RSM	
		1 st Dress rehearsal	Stage Manager	Aim to start no later than 6.30pm
Get-in day 4		Final Dress rehearsal	Stage Manager	Run as performance
Performance week		Nightly hall, stage & cast preparations	Stage Manager	
Get-out		Restore hall to normal configuration	Stage team + RSM	
		Return props & costumes as necessary	Props + Costumes	
		Clear and remove rubbish & recyclables	Stage team + RSM	
		Submit final receipts to treasurer for payment	Production Team	
Within 1 month		Committee review of production successes & problems, capture lessons learnt	Committee + Director	