Design Packets and Due Dates

**Scenic:**

**Due at Faculty Check-in**
- Ground Plan
- Center Line Section
- White Model
- Paint and Prop Research

**Due at First Look Meeting**
- Ground Plan
- Center Line Section
- Unit list of all scenic elements
- Color Model

**Needed for Bid Package**
- Ground Plan
- Center Line Section
- Deck Plan
- Elevations of all Units
- Paint Elevations
- Detail Drawings (as needed)
- Unit list of all scenic elements
- Color Model
- Shift Plot

**Due at Final Designs**
- Final version of bid package
- Prop and set dressing list
- Prop research

The Ground Plan, Section and Model can be $\frac{3}{4}''$ all other drawings should be $\frac{1}{2}''$
**Costumes:**

**Due at Faculty Check-in**
- Preliminary Rendering or concept drawings
- Research
- Costume Plot

**Due at First Look Meeting**
- Preliminary Renderings
- Research
- Pieces List or Flow chart, Costume Plot

**Due to Advisor and Shop Manager at Bid Package**
- Color Renderings
- Fabrics Samples
- Research
- Pieces list
- Costume Plot or flow chart
- Casting with break down
- Measurements

**Due at First shop meeting**
- Cutters Research Book  see Val handout

**For First fittings**
- Rendering
- Research
- Pieces list
- All items or suggestions of each item
- Suggestion of Hair
- Accessories
**Lighting:**

**Due at First Look Meeting**
- Anticipated Rental Equipment List
- Anticipated practical
- Anticipated Special F/X
- Anticipated Automated Fixtures (qty. and approx. hanging positions)
- Anticipated (type, qty., approx. position, #of operators)
- Anticipated non-architectural hanging locations

**Due to Shop with Final Scenic Drawings**
- Finalized practicals list
- Equipment request

**Due to ME one week Prior to Light Plot Due Date**
- Light Plot
- Rental Equipment List
- Channel Hookup
- Instrument Schedule
- Color and Template Schedule

**Due at Light Plot Due Date**
- Light Plot
- Rental Equipment List
- Channel Hookup
- Instrument Schedule
- Color and Template Schedule
Sound:

Due at First Look Meeting
Preliminary Sound Plot /cue list
Preliminary Equipment List – mics, speakers, playback, processing
Preliminary Speaker Plot
Any Anticipated Audience seat removal – mix operator etc.

Due with Final Scenic Drawings
Equipment Request

Due at Sound Plot Due Date
Complete System Layout
Speaker Plot
Equipment List

Due at Production Meeting #2
Headset List with Locations – w/SM
Request for Quiet Time in Theatre during Tech (days and times)

Due 2 Days before Tech
Complete Sound Cue List to Stage Manager