

THE 6 MONTH COUNTDOWN TO YOUR NEXT SCHOOL PRODUCTION

Planning a school production this year? Keep calm and delegate! Follow our six month countdown to stay on top of the game and you'll be in control from casting to opening night.

KEY		DIRECTOR/S	PRODUCTION TEAM	STUDENTS	COMPLETED
6 MONTHS BEFORE	Identify show				
	Obtain rights				
	Quick change rehearsal				
5 MONTHS BEFORE	Choose the production team				
	Top-level production vision				
	Secure theatre space				
4 MONTHS BEFORE	Casting call				
	Determine rehearsal & technical schedule				
	Determine audition material				
3 MONTHS BEFORE	Auditions/casting				
	Coordinate rehearsal space				
	Develop rehearsal schedule				
2 MONTHS BEFORE	Top-level production vision				
	Announce cast				
	Distribute scripts to cast				
1 MONTH BEFORE	First rehearsal				
	Determine shop schedule				
	Construct sets (ongoing)				ONGOING
3 WEEKS BEFORE	Develop technical design (ongoing)				ONGOING
	Show poster created				
	Update website				
2 WEEKS BEFORE	Coordinate programme advertising (ongoing)				ONGOING
	Develop blocking				
	Rehearse (ongoing)				ONGOING
1 WEEK BEFORE	Develop prop list				
	Construct sets (ongoing)				ONGOING
	Review technical design				
3 DAYS BEFORE	Design costumes				
	Make costumes/rent costumes (ongoing)				ONGOING
	Oversee box office ticket sales (ongoing)				ONGOING
2 DAYS BEFORE	Create media kit				
	Print tickets				
	Programme drafted				
1 DAY BEFORE	Rehearse (ongoing)				ONGOING
	Get bios from cast				
	Photograph for flyers & programme				
OPENING NIGHT	Construct sets (ongoing)				ONGOING
	Lighting & sound design (ongoing)				ONGOING
	Make costumes/rent costumes (ongoing)				ONGOING
OPENING NIGHT	Review set design & props				
	Oversee box office ticket sales (ongoing)				ONGOING
	Coordinate programme advertising (ongoing)				ONGOING
OPENING NIGHT	Advertisements in paper				
	Photograph rehearsal				
	Rehearse (ongoing)				ONGOING
3 WEEKS BEFORE	Construct sets (ongoing)				ONGOING
	Lighting & sound design (ongoing)				ONGOING
	Make costumes/rent costumes (ongoing)				ONGOING
2 WEEKS BEFORE	Oversee box office ticket sales (ongoing)				ONGOING
	Email to guest list				
	Rehearse (ongoing)				ONGOING
1 WEEK BEFORE	Costume review				
	Paper tech				
	Construct sets (ongoing)				ONGOING
3 DAYS BEFORE	Lighting & sound design (ongoing)				ONGOING
	Make costumes/rent costumes (ongoing)				ONGOING
	Quick change rehearsal				
2 DAYS BEFORE	Designer run-through				
	Light plot & light hang				
	Set load in				
1 DAY BEFORE	Light focus				
	Oversee box office ticket sales (ongoing)				ONGOING
	Print programme				
3 DAYS BEFORE	First technical rehearsal				
	Write opening night speech				
	Finalise costumes/rent costumes				
2 DAYS BEFORE	Quick change review (ongoing)				ONGOING
	Dress set				
	Coordinate microphones				
1 DAY BEFORE	Tech install				
	Set change list				
	Oversee box office ticket sales (ongoing)				ONGOING
3 DAYS BEFORE	Book caretaking staff to clean theatre				
	Prep for show opening				
	Print programme				
2 DAYS BEFORE	Photograph show				
	Top and tail final rehearsal				
	Light refocus				
1 DAY BEFORE	Sound check				
	Pre-show pep talk with cast				
	Celebrate your hard work				

YOUR PRODUCTION TEAM - THE SHOW CAN'T GO ON WITHOUT THEM!

- ▶ Lighting?
- ▶ Costume?
- ▶ Front of house?
- ▶ Sound?
- ▶ Marketing and ticket sales?
- ▶ Refreshments?
- ▶ Set?
- ▶ Stage management crew?

You'll need a mixture of reliable student and staff volunteers in these roles to make your production a success. The earlier you get them all on board, the less stressful it will be for you!

