

	Task	Details	Contact	Timing	Check
Pre-Planning	Concept	Consider possible show	Director to Committee	8-12 months	<input type="checkbox"/>
		Can you cast the show? (casting possibilities / availability for director's eyes only)			<input type="checkbox"/>
		Cost to produce (Rights cost, costume & sets budget)			<input type="checkbox"/>
		Auditions necessary(?)			<input type="checkbox"/>
		Possible creative team and stage manager (who and are they available?).			<input type="checkbox"/>
	Application	Submit email or in person application to committee.	Director to Committee - Meeting Monthly	8-12 months	<input type="checkbox"/>
		Present preferred dates within existing calendar available dates			<input type="checkbox"/>
		Submit preliminary budget			<input type="checkbox"/>
		Propose ticket prices (confirmed by committee).			<input type="checkbox"/>
1	Confirm Rights	Confirm availability of copyright (if applicable) via secretary (Annette Wilson annetwilson001@bigpond.com)	Annette Wilson	8-12 months	<input type="checkbox"/>
2	Order Scripts and Music	Order scripts/music through Rights Management company.	Annette Wilson	8-12 months	<input type="checkbox"/>
3	Confirm Dates	Add official dates to diary and advise FOH coordinators	Annette Sharry/ Margaret Rogers	6-12 months	<input type="checkbox"/>
4	Confirm Creative Team	Contact and confirm positions of;	Liaise and Confirm with Committee	6-12 months	<input type="checkbox"/>
		Musical director			<input type="checkbox"/>
		Choreographer			<input type="checkbox"/>
		Lighting technicians			<input type="checkbox"/>
		Musicians			<input type="checkbox"/>
		Costume coordinator/s			<input type="checkbox"/>
		Set designers (Grant Marks) / Painters (Peter Gotobe/ Karan Gerard/ Richard Rowlands).			<input type="checkbox"/>
5	Expression of Interest	Letter to members asking for expressions of interest via secretary (Annette Wilson annetwilson001@bigpond.com)	Chorale Members (via newsletter/email by Annette Wilson)	6 months	<input type="checkbox"/>
6	Seating Layout	Organise audience seating layout, consider set/any stage extensions etc. This needs to be set before tickets can be sold.	Set designer/ committee	6 months	<input type="checkbox"/>
7	Confirm Stage Manager	Confirming stage manager, possible assistant stage manager (for training/experience)		6 months	<input type="checkbox"/>
8	Casting/Auditions	Confirm casting availability and interest and hold auditions for roles if necessary		6 months	<input type="checkbox"/>

9	Organise DL / Flyer	Organise DL / Flyer for the prior event including printing.	Committee / Annette Wilson	3-5 months	<input type="checkbox"/>
10	Organise Publicity	Social media/ Website	(Social Media: Esther Bundellu/ Libby Richardson/ Tracy Stoddart/ Helen Duffy)	3-5 months	<input type="checkbox"/>
11	Booking Open	Bookings open in line with DLs / Social media release (Try Booking/Phone).	Committee (Ann Booth, Annette Wilson)	3-5 months	<input type="checkbox"/>
12	Rehearsal Schedule	Create rehearsal schedule (not necessarily in order of appearance to avoid performers sitting around unnecessarily and accommodating availability) / Weekend rehearsals (2 weekends before for bigger shows) with allocation for Dress rehearsals/FOH performance.	Director	3-4 months	<input type="checkbox"/>
13	Music/Scripts	Get music/scripts printed (Rights will determine timing but approximately 3 months before for musicals).	Secretary (Annette Wilson)	3 Months	<input type="checkbox"/>
14	Props	Start assembling props. Large assortment of props located in the costume/set shed (Nutley St)	Colin and Helen Butcher	3 Months	<input type="checkbox"/>
15	Rehearsal Start	Begin rehearsals	Cast	3 months	<input type="checkbox"/>
16	Costuming	With start of rehearsals coordinate costuming volunteers/ start costuming. Nutley street shed for existing costumes.	Colin and Helen Butcher	3 months	<input type="checkbox"/>
17	Publicity photos	Arrange rehearsal/publicity photography.	Sharon Madden, Esther Bundellu, Libby Richardson	2-3 months	<input type="checkbox"/>
18	Print Publicity	Organise production information and supply to Sue Hawes for publicity purposes. Supply publicity photo for paper.	Sue Hawes	2-3 months	<input type="checkbox"/>
19	Dressing Room	Organise dressing room arrangements / special arrangements for children.	Costume Coordinator/ Stage Manager	2 months	<input type="checkbox"/>
20	Cast and Crew photo	Organise group cast and crew photos for Programme.	Sharon Madden, Esther Bundellu, Libby Richardson, Barb Moles	2 months	<input type="checkbox"/>
21	Programme	Programme information collated (director to work with Secretary/Annette Wilson/volunteer).	Annette Wilson/ Grant Marks/ Volunteer	1 month	<input type="checkbox"/>
		Proofing of Programme (2 people)		1 month	<input type="checkbox"/>
		Programme Printing		2-3 weeks	<input type="checkbox"/>

22	FOH performance	Front of House performance (last dress rehearsal Sunday before opening)	FOH Coordinator Committee	Weekend before opening	<input type="checkbox"/>
23	Performances	Cast call 1.5 hours before show	Director/ Stage manager	Week of show	<input type="checkbox"/>
		Remind cast that no costumes FOH			<input type="checkbox"/>
		Check props before house opens			<input type="checkbox"/>
		Warm up 45 minutes before start time			<input type="checkbox"/>
		House opens 30min before start time			<input type="checkbox"/>
		Quiet backstage during performance			<input type="checkbox"/>
		Wait 5-8 minutes at end of show before exiting backstage			<input type="checkbox"/>
24	Reinstate Theatre	Breakdown of FOH decor, set from stage, lighting tech to pack away/return lighting.	Set designer, FOH coordinator	1 week after show	<input type="checkbox"/>
25	Costume Return	Arrange for return of costumes/props to shed within 2 weeks (within reason). Cast to wash and return to backstage for checking off with costume coordinator.	Costume coordinator / Helen Butcher		<input type="checkbox"/>