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21M.735 Tech Note 1

Production Schedule for the Dramashop One Acts

For my phase II paper I wrote a paper about how to produce the Dramashop One-Acts. One very important document that I did not include is a time line for when things will be carried out for the production process and basically when the Producer and Technical Director need to start worrying. One reason why this is so important is that some major changes have been made to the schedule, which greatly effects the order in which parts of the production are carried out. So that this time line can be used every year I will speak in reference to weeks till production.

Changes in the One Acts

The main organizational change that Dramashop is making for the One Acts next year is who chooses the plays. In the past, The Dramashop Officers have read all the plays and then selected five or six for the short list. The shortlist was then publicized on the website and potential Directors submitted proposals for one or two of the plays. The Dramashop officers interviewed the potential Directors and chose three Directors and thus three plays that would be cast, rehearsed, and performed.

The new system puts the Directors in charge of which plays will be chosen. The Dramashop Officers no longer select a list of 5 or 6 plays. Instead the plays are submitted and then Directors are interviewed by the Dramashop Officers and can speak about any of the plays. The Directors are then chosen. The Directors and the Officers then choose the final 3 plays that will be performed. Auditions then take place and the rehearsal process begins.

Explanation of the Timeline

As far as possible before Production: Choose a Producer. The Producer can then organize the specifics of the timeline and make sure everything is happening on time.

9 Weeks Before Production: Play Submission Deadline. Usually due on a Saturday, but this is just based on tradition and could be changed to better suit the needs of that particular year.

8 Weeks Before Production: Read Plays and Interview Potential Directors. Dramashop Officers should read and have a general knowledge of the submitted plays before conducting Directors interviews. The specific days and time will depend on individuals' schedules.

7 Weeks Before Production: Final Plays Chosen and Cold Reading. Officers and Directors meet to choose the final three plays that will be rehearsed and performed. It is recommended that Directors speak to the Playwrights before choosing a specific script, but not necessary. The chosen plays are announced and a cold reading is held to stimulate interest in the show. Usually the cold reading takes place on a weekend so a large number of people will attend.

6 Weeks Before Production: Auditions and Tech Sign-ups. Usually two nights of auditions and one night of callbacks are held, but the specifics should be decided by the Producer and Directors. Production staff is also chosen.

5 Weeks Before Production: First Week of Rehearsal and First Production Meeting. Any open production positions need to be filled before the first production meeting. Directors should meet individually with designers to talk about specifics for their play. Check in with Directors and designers and make sure this actually happens.

4 Weeks Before Production: Second Week of Rehearsal and Second Production Meeting. Producer should try to check in with each show's Director and Stage Manager. It is good to have a final set plot at this time, so the Directors and Stage Managers know what they are working with. Costume designer should have all measurements.

3 Weeks Before Production: Third Week of Rehearsal and Third Production Meeting.

Continue to check in with all parties involved in the production. Try to get final decisions made on costumes so anything that needs to be bought can be. Have shows use rehearsal props.

2 Weeks Before Production: Fourth Week of Rehearsal and Fourth Production Meeting. Make sure set is finalized. Get progress on costumes, lighting, properties, and sound design if any.

1 Week Before Production: Fifth/Last Week of Rehearsal and Fifth/Last Production Meeting.

Get final lighting design. Make sure to take care of any unresolved issues with other designers. Make sure everything is ready for Production Week. Fill out Event Registration Form and plan receptions.

Production Week: Close your eyes and hope real hard. Or be around as much as possible to deal with any issues that might arise. Then celebrate when it's all over.